



CARE International Secretariat

2024 - 2025

## JOB DESCRIPTION

<b>Position title:</b>	<b>EU Advocacy Assistant (paid internship/CIP)</b>
<b>Supervisor:</b>	Senior EU Advocacy Advisor
<b>Post:</b>	38.5h/week (5 days/week)
<b>Starting Date:</b>	2 September 2024
<b>Duration:</b>	6 months
<b>Location:</b>	CARE International Secretariat office in Brussels (CARE International AISBL)
<b>Compensation :</b>	EUR 1.035,24 month ( <i>CIP - convention d'immersion professionnelle</i> ) + EUR 8/day meal vouchers + participation to public transport costs + 10 days of leave
<b>Open to:</b>	Graduates of a relevant Master's degree, or Master students who are doing an internship as part of their degree

### BACKGROUND

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 21 Members, Candidates and Affiliate, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice, with a specific focus on the empowerment of women and girls.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to our Members, Candidates and Affiliates in areas as governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian preparedness and response, resource mobilisation, and program development. In addition, the Secretariat represents the CARE Confederation at the United Nations and the European Union.

The CARE International Secretariat office in Brussels works on behalf of CARE members and country offices in their efforts to optimise CI's fundraising and influence relevant policies from the European Union (EU), and to strengthen CI's relationship with the EU institutions in Brussels.

More Information on CARE International is available at [www.careinternational.org](http://www.careinternational.org)

### POSITION SUMMARY

The intern will support the advocacy of CARE International at EU level through contributing to research and analysis of EU policies with regards to development, humanitarian aid and external action, particularly as they relate to the priority areas for CI and the CI EU office.

## MAIN RESPONSIBILITIES

The post-holder will play a key role in supporting CARE's effective coordination, facilitation, and delivery of EU advocacy, including, but not limited to:

- Monitor policy developments at the EU level and prepare and update an agenda of key EU events
- Follow the work of European Parliament committees on the CI areas of interest
- Monitor the relevant EU Council meetings and processes
- Prepare updates and briefing notes on relevant EU processes
- Attend EU and other organisations' events, and debrief the team on these events
- Ensure the coordination of CARE's European members on EU advocacy issues and share relevant information with them
- Assist in organising advocacy events
- Coordinate/prepare the 'CARE EU Update', the internal quarterly newsletter of the EU office to the rest of CARE's confederation
- Co-manage the twitter account of CI EU
- Support as required the work of the wider CI Secretariat advocacy team

## QUALIFICATIONS

**Education:** The candidate should have or be in the process of obtaining a Master's degree in a relevant field of studies (e.g. social sciences, such as political science, international relations, development or gender studies)

**Languages:** Strong oral and written English, good knowledge of French and/or other languages is an asset.

## KNOWLEDGE & SKILLS

- Strong interest in development and humanitarian issues
- Knowledge on and/or strong interest in gender equality, EU Institutions, or humanitarian/development policy mechanisms
- Excellent research, analytical and writing skills
- Strong organisational and communication skills
- Very good knowledge and experience of working with internet and Microsoft Office applications (Word, Team, Excel, SharePoint)
- Knowledge or experience in social media (Twitter/X)
- High-capacity to work independently within a small team and strong time-management skills
- Ability to take initiative and a resourceful spirit
- Excellent interpersonal skills

## APPLICATION PROCESS

- Submit a **CV and & brief motivation letter (briefly highlighting your professional, academic and lived experiences, as well as your interest in this position)** in English to Liliana Allouche at [allouche@careinternational.org](mailto:allouche@careinternational.org) by **Thursday 11<sup>th</sup> July 2024, 6 PM CEST**.



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- Pre-selected candidates will be invited to **45mins online interview** and to a **30 mins written task** during the week of the **22<sup>nd</sup> July 2024**.
- Please note that due to the high-level of applications, we may only be able to respond to short-listed candidates.

**Kindly note that due to contract regulations only candidates with the relevant work authorisation can be considered for this traineeship.**

Any questions? Please contact (Liliana Allouche at [allouche@careinternational.org](mailto:allouche@careinternational.org))

**CARE seeks to improve the lives of the most marginalised, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.**

*CARE International is committed to preventing all unwanted behaviour and all forms of misconduct at work, including fraud and corruption and sexual harassment, exploitation and abuse, and child abuse. Everyone who works for CARE is expected to share this commitment, work within CARE International's Safeguarding Policy and sign our Safeguarding Code and Conduct.*

*CARE International is committed to a safe recruitment process to help attract and appoint the right staff for the role and responsibilities set out in the vacancy notice. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. In addition, we participate in the **Misconduct Disclosure Scheme** and will request information from job applicants' previous employers, about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.*