



## **EURAC**

**Réseau européen pour l'Afrique centrale**  
*European network for Central Africa*

### **Recruits a**

## **Deputy Executive Secretary (M/F)**

**EURAC** is the network of European NGOs active in Burundi, Rwanda and Democratic Republic of Congo in the areas of development, human rights and humanitarian aid. The network's 42 members, based in 11 European countries, gather together in EurAc in order to advocate for more coherent diplomatic efforts and political intervention by the European Union (EU) and its member states as well as by the United Nations and international financial organizations to respond more effectively to the needs and views of the people in the Great Lakes countries.

EurAc's members share the same concerns towards the structural causes of under-development and conflicts. More information can be found on the network's website ([www.eurac-network.org](http://www.eurac-network.org))

The Secretariat is based in Brussels. The post has the objective to implement lobby activities, to support activities with members, to contribute to context analysis and to ensure communication activities. The Deputy Executive Secretary answers to the Executive Secretary regarding daily activities and has the mandate to represent EurAc in the absence of the Executive Secretary.

### **Key responsibilities**

- To contribute to the development of policy and positions targeting the European Union and its members states and the international financial institutions;
- To contribute to the definition of advocacy strategies aimed at influencing EU policies towards Rwanda, Burundi and DRC and autonomously implement lobby activities;
- To follow and identify opportunities in order to timely influence European Institutions and Member States;
- To ensure the coordination and facilitation of at least one thematic working group (democratization, security or natural resources);
- To contribute to annual, quarterly and monthly planning of the work of the secretariat;
- To stimulate the exchange of information and dialogue among EurAc's members, support their advocacy towards their respective governments ;
- To represent EurAc in Europe and in the Great Lakes region;
- To write communiqués and articles for the monthly newsletter "Great Lakes Echoes";
- To ensure all other relevant communication activities.

## **Knowledge and skills**

- At least three years of experience in advocacy and lobby with a developed feeling for political opportunities;
- Extensive knowledge of the Great Lakes region
- Very good knowledge of the structure and functioning of the European Union
- Experience of working in a multi stakeholder context with ordinary members and board members intensively involved;
- Capable of motivating working groups, assuming leadership without being the leader
- Excellent written and oral communication skills, including the ability of addressing large publics on complex issues ;
- Solid research and analytical skills;
- Proven interpersonal skills, including the ability to establish professional relations with a large group of partners;
- Ability in managing deadlines and setting up priorities;
- Proven report capacities
- Team spirit, flexibility and spirit of initiative
- Fluent in English and French

## **Travel**

- Willingness to travel in Europe and in the Great Lakes region, including in conflict zones

## **How to apply:**

**Please send a curriculum vitae and a motivation letter (in French or English) specifying why you think you are suitable for the role to the attention of Donatella Rostagno ([donatella.rostagno@eurac-network.org](mailto:donatella.rostagno@eurac-network.org))**

**The closing date for the applications is 31 August 2012.**

**Pre-selected candidates will be put through a written test between 10 and 15 September.**

**Oral interviews will take place in the week of 17 September.**

**The ideal starting date for the selected candidate will be October 2012.**