

LOOKING FOR: POLITICAL ADVISOR

About EFA

The European Free Alliance (EFA) is a European Political Party, composed of forty-nine member parties spread across Member States of the EU and beyond. It works in close collaboration with EFAY (its youth branch) and with the Coppieters Foundation (its think-tank foundation); as well as with the EFA group in the European Parliament and the European Alliance Group in the Committee of the Regions.

The core value of EFA is the defence and promotion of the right to self-determination of peoples and nations in Europe and the world. EFA has an office at Boomkwekerijstraat (Rue de la Pépinière) 1, 1000 Brussels.

About the job offer

EFA is looking for a highly motivated Political Advisor for its office in Brussels. The selected candidate will report to EFA's President and the Bureau.

This is a full-time position for five (5) working days (38 hours) per week and will be part of a multicultural team. The contract starts **soon as possible or in January 2022**, for an initial period of 6 months. After a positive evaluation, a long-term contract will be offered.

EFA offers competitive Brussels-based salary in line with seniority and work experiences, benefit package (meal vouchers, 13th month pay, hospital and dental insurances, public transport allowance, eco-heckques, etc.), and a flexible working condition.

This call is open to candidates with **knowledge of the EU institutions and political affairs. Legal experience and background are a plus.**

Job Responsibilities

You will be the primary adviser on political aspect of EFA. You will be responsible for counselling the bodies of EFA and its members on the political decisions to be taken, the political strategy of EFA, and the actions to be undertaken according to the political guidelines and strategies adopted by the Bureau and the General Assembly.

Your main duties are listed as follows:

1. Lead the development of political objectives and strategies of the organization
2. Develop policy papers and advices with specific focus on events within or affecting EFA
3. Lead the policy work and political stand as part of EFA's submission to relevant European and national forums and work on initiatives with member parties and other stakeholders
4. Provide political guidance and advice to the Bureau, the General Assembly and the member parties on policies, strategies and structures related to the adherence and utilization of mandate and statutes
5. Manage political research, analysis and processing of information
6. Provide European and national election updates, analysis and developments
7. Liaise with the European Parliament on rules and guidelines affecting political parties, as well as reportorial requirements and compliances

8. Liaise with the EFA Group in the European Parliament and the Committee of the Regions on political rules and guidelines
9. Develop contacts with other political parties and stakeholders on specific policy issues
10. Develop and maintain close and effective relationship with current and prospective MEPs as well as current and prospective member parties
11. Work closely with the Communications Officer and the Strategy Advisor on effective promotion of EFA's political stand and updates.

Requirements and Qualifications

- Relevant Bachelor's and/or Master's degree (Law, Public Relations, Political Sciences, International Affairs, or its equivalent)
- At least 3 years of relevant professional experience
- English professional proficiency, both oral and written, and at least one other European language.
- Knowledge of EU institutions and the EU decision & policy-making process
- Working experience in a political party or environment - preferably at EU level and/or in EU affairs
- High level of independence, decision-making skills and can-do mentality to ensure quick responses to requests from internal and external stakeholders
- Open and reliable with high level interpersonal, organizational and management skills
- Strong time and priority management
- Good team-player with a passion for quality and excellence
- Strong interest in EFA-related matters and values

Desirable

- Legal knowledge and/or work experience
- Knowledge of French or German

Other

- Candidates must be eligible to work and live in Belgium. Non-EU candidates are welcomed to apply and to verify the non-existence of obstacles for their employment, entrance and establishment in Belgium.

Application Instructions

Interested candidates should send a **CV in ENGLISH and motivation letter** to info@e-f-a.org with the **Subject: Political Advisor**

Deadline of submission: 11 November 2021

Selection Procedure

The procedure for the election of the candidate will be as follows:

- November 2021: only short-listed candidates will be informed and invited for interviews.

- November-December 2021: interviews of short-listed candidates will be held in the EFA office in Brussels (travel costs will be reimbursed). Unsuccessful short-listed candidates will also be informed.
- The new Political Advisor will start working **as soon as possible or in January 2022**

EFA is an equal opportunity employer