Policy and Advocacy Officer - International Financial Institutions and Sustainable Development

Reporting to: Eurodad Policy and Advocacy Manager

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 50 civil society organisations (CSOs) from 20 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all.

Eurodad is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.

Candidates are encouraged to review our website: www.eurodad.org and subscribe to our Development Finance Watch newsletter for further information. A summary of our 2015-19 Strategy is here.

Role Purpose: The successful candidate will play a major role in Eurodad’s exciting work to make public development finance contribute to sustainable development objectives and the fulfilment of human rights. This means leading Eurodad’s cutting-edge thinking on how providers of development finance address development needs and finance a just and fair transition without imposing harmful economic policy conditions. Currently this role includes coordinating policy research and analysis, and building and maintaining strong coalitions for change to hold International Finance Institutions (IFI’s) accountable.

This position requires policy-analysis, research and strong interpersonal communication skills. The successful candidate will be self-motivated with the ability to autonomously plan, organise and implement projects. He/she will have experience in working with advocacy-focussed civil society groups or similar organisations and have a good working knowledge of IFIs. Fluency in written and spoken English is essential.

Key contacts: Eurodad colleagues, Eurodad members and other civil society organisations in Europe, Africa, Asia and Latin America, academics and think tanks,
officials in the Bretton Woods Institutions and multilateral development banks, European Commission and OECD.

**Contract & location:** Brussels-based, permanent contract. Competitive salary, depending on skills and experience. Attractive benefits package including hospitalisation, ambulatory and dental insurance (DKV), meal & eco-vouchers, travel insurance and contribution to a private pension plan.

**JOB DESCRIPTION**

**A. POLICY MONITORING, RESEARCH AND ANALYSIS**

1. Contribute to developing Eurodad’s vision and narrative on development finance, including on alternative approaches to financing basic infrastructure and public services that guarantee human rights, gender equality and leave no-one behind.
2. Design and conduct research, case studies, data and policy analysis with a specific focus on key institutions such as the World Bank, IMF and multilateral development banks.
3. Coordinate joint reports or position papers writing with allied organisations, including developing joint methodologies, streamlining of contributions, editing and identifying joint conclusions and recommendations.
4. Produce reports, briefings, articles, updates and summaries based on research of current development finance processes, policies and practices.
5. Keep up to date with key issues, including monitoring relevant official processes and policy discussions and civil society activities in policy areas identified as network priorities.

**B. INFORMATION SHARING AND COMMUNICATIONS**

1. Respond to questions from Eurodad member groups and others on key issues.
2. Produce and edit online content for Eurodad’s website, newsletter and other publications, including helping ensure effective dissemination to relevant networks and individuals.
3. Play an active role in ensuring effective communications strategy and outreach including designing dissemination strategies and keeping the website up to date.

**C. ADVOCACY AND NETWORKING**

1. Develop and refine Eurodad’s advocacy strategies in key areas, and develop implementation plans.
2. Organize, and lead advocacy meetings, including with politicians, officials and parliamentarians.
3. Present Eurodad work at conferences and seminars.
4. Organise, facilitate and attend meetings, conferences, teleconferences and other processes, including with Eurodad members and allies, including to agree common strategies and initiatives.

D. ADMINISTRATION AND SUPPORT TO OTHER MEMBERS OF THE TEAM
1. Support fundraising activities, including by drafting relevant sections of reports and proposals.
2. Contribute, as part of Eurodad’s team, to building team spirit by supporting colleagues and assisting with the day to day running of the office.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. ESSENTIAL SKILLS
- Strong communication skills with a very high standard of spoken and written English.
- Excellent interpersonal skills, including tactful but effective facilitation to agree objectives.
- Politically sharp policy analysis skills, including an ability to analyse policy developments and develop strategic advocacy positions that imply transformative change.
- Strong planning and organisational skills, particularly the ability to plan and execute research that contributes to advocacy strategies, and ability to prioritise, use own initiative and work independently.

2. ESSENTIAL EXPERIENCE AND KNOWLEDGE
- At least 5 years’ relevant work experience, including:
  ▪ Working on policy, advocacy, or campaigning, ideally in an advocacy or campaigning civil society organisation, particularly experience of working as part of coalitions or networks.
  ▪ Research and analysis, writing briefings or reports on international development or related issues.
  ▪ Making complex topics accessible and relevant to policy audiences, including writing succinct and well-structured summaries, articles, and briefings.
- Educated to at least degree level in political sciences, economics, development studies or related subject.
- Computer literate and familiar with Word, Excel, PowerPoint and Outlook.
- Understanding of development finance policy issues, particularly in relation to the World Bank and IMF, and contemporary policy and political debates.
- Understanding of the workings of the IMF, World Bank, European Union, OECD and other relevant multilateral institutions.

3. DESIRABLE EXPERIENCE
- Working in a developing country and/or working with organisations from the Global South
- Knowledge of Eurodad's cross-cutting priorities: Gender, global economic governance and climate justice, which are integrated across all our work areas.
- Fluency in other languages, in particular French or Spanish is considered a plus.

4. COMMITMENT TO EURODAD’S OBJECTIVES AND WILLINGNESS TO TRAVEL