

# LOOKING FOR: POLITICAL ADVISOR

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Brussels, 11th of June 2019

## About EFA

The European Free Alliance (EFA) is composed of forty-seven member parties spread over 18 Member States of the EU and 2 associated members outside the EU. It works in close collaboration with its youth branch, EFAY and with the Coppieters Foundation, its political foundation; as well as with the EFA group in the European Parliament (EP) and the European Alliance (EA) Group in the Committee of the Regions (CoR).

The core value of EFA (as well as of EFAY and Coppieters Foundation) is the right to self-determination of peoples and nations. EFA, EFAY and Coppieters Foundation share offices at Boomkwekerijstraat 1, 1000 Brussels and work in a synergetic way for the defence and promotion of the right to self-determination in Europe and the world.

## About the job offer

EFA is seeking to hire a political advisor for its office in Brussels. This is a full-time position for five (5) working days per week (38 hours/week) as part of a multicultural team under the director's supervision.

EFA offers attractive conditions with a competitive salary and additional packages of fringe benefits in line with seniority and work experience. The contract starts on 2 September 2019.

A recommendation letter from an EFA member party will be an asset.

## Goal of this function

A political advisor of EFA should counsel the bodies of EFA and its members on the political decisions that need to be taken, the political strategy of EFA and the actions to undertake according to the political guidelines and strategy adopted by the Bureau and the General Assembly.

## Main tasks and responsibilities

- a) Political analysis, research and processing of information.
- b) Delivery of policy papers. Directly reporting to the EFA team and the Bureau.
- c) Developing objectives and strategies.
- d) Providing guidance, recommendations and expert advice to the Bureau and the General Assembly, as well as to the EFA members.
- e) Organise, coordinate, supervise and evaluate events.

## Skills and competences

- a) Knowledge and technical skills
  - Master level
  - Excellent communication skills.
  - Experience:

- Writing speeches and policy papers.
  - Party politics, NGOs and European institutions' structures.
  - Acquaintance with the European Parliament's rules applied to Political Parties at European Level,
  - Management.
  - Computer skills:
    - Microsoft office
    - Spreadsheets and databases
    - Email communication
    - Data visualization and graphics
  - Languages
    - English: proficient written and spoken
    - Spanish, French and Flemish are an asset.
- b) Behavioural competences [related to the function] / attitudes
- Strategical thinking and behaviour
  - Positive, innovative, open minded and enthusiastic

## Context

- International, multilingual
- Travelling
- Political uncertainties

## Other

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

## Application Instructions

Interested applicants can apply now by sending a motivation letter and a CV in ENGLISH to the EFA Secretariat.

Applications can be sent by email [with "read receipt" option or requesting a reply] to [info@e-f-a.org](mailto:info@e-f-a.org) and/or by certified post to:

European Free Alliance (EFA) EUPP  
Boomkwekerijstraat 1/4  
1000 - Brussels. Belgium  
[REF: Political Advisor position]

**Deadline for reception of candidacies: 7 July 2019.**

## Selection Procedure

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

- 10 July a short list of candidates will be done. Short listed candidates will be informed and invited for an interview.
- 15-16 July: interviews to short listed candidates will be held in the EFA office in Brussels (travel costs will be reimbursed).
- 19 July: Decision and communication on the selected candidate. The staff will immediately communicate the decision to the selected candidate. Unsuccessful candidates will also be informed.
- The political advisor will start working on 2<sup>nd</sup> September 2019.

EFA employs its staff as an equal opportunity employer.

The European Free Alliance (EFA) will process all the data you will submit in the context of your application for this work position for recruitment purposes only. EFA stores your data in its internal system, [which also stores data in the U.S and is fully compliant with EU data protection laws] and will not share it with anyone else. We would like to keep this data until this open role is filled and in any case for no more than one year. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Here's a link to our privacy policy. In this policy, you will find information about our compliance with GDPR. You can find send us a request to let you access all data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.

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