



Job Title: Trainee
Duty Station: ECES HQ in Brussels
Duration: min 3 months
Starting date: September 2018

I. Organizational Context

The **European Centre for Electoral Support** (ECES, www.eces.eu) is a non-profit private foundation headquartered in Brussels and with a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favour of all electoral stakeholders, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions. Since February 2012, ECES has signed **over 65 contracts** in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions **in more than 35 countries** mainly, but not only, in Africa and Middle East.

The EU is by far the largest ECES' donor, however the organization has also signed contracts and partnered with many other organisations.

II. Functions / Key Results Expected

Under the guidance of ECES' Executive Director and ECES' Coordination Unit, the Projet Associate will have the following specific responsibilities and will provide the following deliverables:

- Contribute to the development of project proposal and fundraising activities;
- Contribute to ECES and ECES project/programmes activities and events;
- Contribute to meetings with ECES and ECES' projects partners/stakeholders/donors;
- Contribute to the implementation, coordination and follow up of project/programme's activities;
- Provide technical advice and support to project staff in planning and implementing activities;
- Develop global communication strategy and visibility plan in line with EU guidelines;
- Provide inputs to all major project's documents, including activity reports, donor reports and other technical documents, ensure that they are well written and clearly communicating the messages;
- Ensure that ECES and ECES' projects and events are duly documented (event reports, attendance and contact sheets, photos and other relevant material and documents);
- Contribute to the administrative and logistical organization of events and activities;
- Contribute to daily administrative work and perform all other working tasks deemed as necessary.

III. Values

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Promotes the vision, mission and strategic goals of the ECES;
- Demonstrates integrity by modelling ECES' values and ethical standards.

Recruitment Qualifications

Education: Master Degree in Law, Political Science, Development studies or related field.

Experience:

- Special interest in good governance and election related field; Knowledge of the electoral cycle approach, election observation/electoral assistance is a must;
- Experience drafting reports and carry out researches;
- Good negotiation and project management skills;
- Ability to prioritize work, multi-task and meet deadlines;
- Sound analytical judgment;
- Ability to work with results-orientation and efficiency in a multi-tasking environment;
- Strong planning, communication and writing skills.