

**Organisation:** Balkan Civil Society Development Network

**Headquarters:** 20ti Oktomvri No.1/2, 1000 Skopje, Macedonia

**Job Description:** *Policy and Advocacy Officer*

<b>Position:</b>	<i>Policy and Advocacy Officer</i>
<b>Responsible to:</b>	Programme Manager
<b>Responsible for:</b>	Coordination and execution of policy, research and advocacy activities
<b>Special Conditions:</b>	Overtime (after office hours and on weekends, based on agreement, travel at home and abroad)
<b>Employment timeframe:</b>	Annual contract
<b>Short description of work:</b>	Participates in planning and executes regular research, policy and advocacy activities, promotes policy and advocacy results and achievements
<b>A detailed job description:</b>	
<b>1) Strategic development of BCSDN</b>	
<ul style="list-style-type: none"> <li>• Follows trends related to policy and advocacy of non-profit/civil society sector, including enabling environment for CSDev and EU enlargement policy in view of the role of civil society</li> <li>• Participates in creation and implementation in BCSDN Mid-term strategy in policy and advocacy sphere</li> <li>• Contributes to developing policy and advocacy strategies and approaches for BCSDN on daily basis</li> <li>• Follows the work of relevant EU networks and proposes, executes BCSDN participation in them</li> </ul>	
<b>2) Human resource management</b>	
<ul style="list-style-type: none"> <li>• Responsible for liaising with subcontractors (e.g. researchers)</li> </ul>	
<b>3) Policy, advocacy and research</b>	
<ul style="list-style-type: none"> <li>• Monitors development on enabling environment for CSDev</li> <li>• Monitors the work of EU institutions, Enlargement policy and financial support related to civil society</li> <li>• Prepares analysis of effects of EU policy on civil society in Enlargement countries</li> <li>• Follows effects of EU policy on civil society in other regions via liaising with EU networks</li> <li>• Participates to the work of relevant EU networks of interest of BCSDN</li> <li>• Executes other related activities and tasks from the Periodical (Q) Work Plan</li> </ul>	
<b>4) Project and Financial management</b>	
<ul style="list-style-type: none"> <li>• Manages projects or activities in the domain of policy and advocacy including project/activity budgets</li> <li>• Prepares activity/project reports in domain of policy and advocacy</li> <li>• Handles documentation related to policy and advocacy activities</li> </ul>	
<b>5) Regular office obligations</b>	
Perform other duties as required	
<b>Required qualifications:</b>	
<ul style="list-style-type: none"> <li>• M.A. degree in social science, preferably in political science, EU integration or (international) law</li> <li>• Minimum 3 years of experience in the civil society sector</li> <li>• Minimum 3 years of experience in research, policy and advocacy</li> <li>• Analytical and strategic thinking</li> <li>• Excellent communication skills and ability to communicate with people from different backgrounds</li> <li>• Excellent written communication skills</li> <li>• Excellent organizational skills</li> <li>• Ability to work in a team and individually</li> <li>• Excellent knowledge of English</li> <li>• Computer skills and knowledge of running social media, presentation preparation</li> <li>• Driving licence, knowledge of local languages (Albanian, Serbian/Croatian etc. ) is an asset</li> </ul>	