

EU Advocacy & Policy Assistant

Global Health Advocates
EU Office in Brussels

[Global Health Advocates France](#) is looking for an EU Advocacy & Policy Assistant to support GHA EU Team in implementing GHA's strategic priorities at EU level.

BACKGROUND:

Global Health Advocates (GHA) was set up in 2001 with the need for an international advocacy and communication initiative focused on AIDS, Tuberculosis (TB) and Malaria, and other diseases of poverty. GHA headquarter is in Paris and GHA opened an office in Brussels in 2011. In partnership with civil society, our mission is to carry out political advocacy to ensure policies and resources are effectively addressing health inequalities. GHA also works with its partners in the global South to increase their advocacy capacities.

MAIN RESPONSIBILITIES

EU Advocacy & Policy Assistant will undertake the following tasks:

ADVOCACY

- Support the coordination of GHA-led platforms and civil society coalitions on global health
- Assist in building and maintaining contacts with the EU decision makers
- Organise events on issues related to GHA advocacy focus

POLICY

- Monitor the EU policy developments linked to global health (ie: development aid, research and innovation, health)
- Undertake research and analysis on issues covered by GHA's mandate
- Draft briefing notes, policy papers and reports on issues covered by GHA's mandate

OTHER

- Reporting
- Office administration
- Any other task within the framework of GHA's work.

SKILLS AND KNOWLEDGE

Essential skills

- Excellent drafting skills in English
- Excellent organisational skills: ability to multitask and meet deadlines
- Excellent communication and computer skills
- Experience in coordinating activities involving multiple stakeholders in multiple countries

Essential knowledge

- Good understanding of advocacy techniques and strategies
- Good understanding of the functioning of the European institutions
- Knowledge of global health and development issues
- Strong interest and motivation to work on poverty related issues

Desired skills

- Knowledge of French
- Creative, thinking out of the box, initiative taking.

DIPLOMA AND EXPERIENCE

- one to two years' experience working in a similar policy position in an NGO or similar setting
- Master's degree in public health, political science, social science, communication or international relations or another related field

CONDITIONS

LOCATION: This position is full-time and Brussels-based with occasional travel in Europe

TERM: full-time contract until end June 2022 with possibility of renewal

SALARY: 2600 EUR to 2800 monthly gross salary depending on experience.

APPLICATION

Please send your CV and cover letter (clearly stating how you meet listed criteria) to info@ghadvocates.org with the subject line: "EU Advocacy and Policy Assistant ***your name***" by 13 June 2021 COB.