Vacancy note

Outreach and stakeholder engagement assistant

(50%)

About EADI

EADI - the European Association of Development Research and Training Institutes - is the leading professional association for development studies in Europe and forms a European-wide network of institutes, researchers, and students of various disciplines in the field of development studies. The association was founded in 1975 and is an independent and non-profit making international non-governmental organisation. Its Secretariat is based in Bonn, Germany. For further details see our website: www.eadi.org.

Job description

EADI is currently seeking to fill the position of an Outreach and stakeholder engagement assistant, preferably from mid-August 2019. The successful candidate will join our small and dynamic office, where everyone plays an important role and has an impact. At the same time, the candidate will act as a team member of an international, interdisciplinary project team.

Under the supervision of the Executive Director, the assistant will work for various projects, requiring a broad range of abilities and interest in learning and applying a diversity of tools. The successful candidate will be offered a contract part-time basis (50%), with a salary of 19.500 Euro before taxes. The initial contract will be for a period of 34 months, subject to a probationary period of six months.

Specific tasks:

- Supporting the implementation of outreach strategies for the association and projects, including stakeholder engagement processes (including policy makers)
- Knowledge management (research communication, project websites, policy briefs, flyers, promotional material)
- Supporting the outreach and stakeholder engagement activities within a CLIENT II project on renewable energies in Ghana
- Administration of expenses, project accounting, preparation of progress reports
- Event organisation and facilitation
- Conducting any other tasks broadly in line with the job profile

What do we expect?

- Knowledge of academic structures in the area of Global Development / Development Research
Knowledge of current thinking and practice in research communications and stakeholder processes
• Proven ability to translate complex analysis and ideas (also in technical contexts) into message-oriented, concise and accessible language and appropriate formats
• Management and networking skills
• Excellent organisational and coordination skills
• Facilitation skills
• Excellent written and oral communication skills in German and English
• University Degree (MA, MSc) in geography, development studies, development communications, economics or related fields
• Eligibility to work in the EU

In addition, we appreciate:

• Experience with social media and website content management systems, technical affinity
• Ability to establish good working relations with the several players and stakeholders
• Ability to work in a multicultural context
• Availability to travel in other countries

Applicants are requested to send their full application including certificates and references (in one pdf document) via e-mail, with ‘Application outreach assistant’ in the subject line, to itter@eadi.org. The cover letter can be addressed to Ms. Susanne von Itter, Executive Director. Closing date for applications is 16 July 2019 (midnight).

We thank all candidates for their interest. We will, however, only be able to contact shortlisted candidates.

01. July 2019