

The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is offering a **Political Assistant** position (f/m/div) in full-time. The position is initially limited to two years with the possibility of extension by mutual agreement. The place of work is Berlin. The position is foreseen to be filled in July –August 2024.

About the CoE:

The Berlin-based CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. The CoE is a service provider for EU Member States and EU institutions, especially the European External Action Service (EEAS), supporting them in their efforts to strengthen civilian crisis management capabilities. It acts as a knowledge hub for the collection and exchange of national models and experiences ("good practices") and for the development of concrete ideas and practices on how European civilian crisis management can be further developed. The CoE currently has 23 members, all of them EU Member States.

The CoE is a young, dynamic, and unique organisation, operating at the intersection of EU Member States, EU institutions in Brussels, and civilian CSDP missions in the field. As such the CoE offers an excellent work environment for personal and professional development and the chance to grow in a rewarding role that contributes to improving the EU's crisis management around the world!

About the role:

As Political Assistant, you will report to the Head of Sector / Strategic Coordinator for Political Content and Focus Management. Your role will support the work of the CoE's 11 thematic priorities, offering the chance to work with colleagues across the CoE team and gain insights into a broad range of work areas involved in delivering the CoE's mission. In particular you will assist in developing and monitoring political and strategic CSDP content related to the work of the CoE and develop focus management within the CoE.

Overall responsibilities of the Political Assistant at the CoE:

- Support work on the CoE's thematic work areas working alongside the Centre's Senior Advisors. This includes through research and outreach to the CoE's members and preferred partners as well as other key stakeholders;
- Monitor and analyse political developments and their implications for CSDP and the work of the CoE;
- Prepare and support regular meetings with CoE colleagues or external stakeholders, including drafting agendas, speaking points, decision papers, visit briefings, statistical analysis and presentations;
- Support conceptualisation and implementation of the Centre's events (i.e., workshops, conferences, General Meetings of the association, etc.);
- Prepare and support regular meetings with CoE colleagues or external stakeholders;
- Assist in managing processes and schedules across all work areas and in maintaining an overview of work areas and associated CoE deliverables;
- Take into account aspects of gender equality in the execution of tasks;
- Carry out other tasks as required.

Required profile:

- Bachelor's degree in political science, international relations, foreign and security policy, or equivalent degree in a related field;
- Excellent oral and written communication skills in English;
- Proven interest in and demonstrable knowledge of European policy issues, especially CSDP and crisis management;
- Understanding of European political processes, policies, and institutions;
- Experience managing projects and / or events;

- Excellent research and analytical skills;
- Adaptive and responsible, with a collaborative working style and ‘can-do’ attitude;
- High political and intercultural sensitivity and diplomatic skills;
- **Eligibility to work in Germany.**

Additional skills and experience:

- German language skills are an asset;
- Study-related internships or work experience in multilateral contexts or member-based organisations, ideally directly in the field of, or related to, CSDP would be an asset.

Our offer:

- A position of responsibility with room for manoeuvre in a young and dynamic organisation;
- Opportunities for continual professional development and learning on the job;
- Dedicated time for vocational training;
- Part of an international team of experts with a collegial atmosphere;
- State-of-the-art equipment and spacious, wheel-chair accessible office in the heart of Berlin;
- Options for teleworking as well as flexitime;
- 30 days’ annual leave and 24, 31 December as additional leave days
- The CoE as a recipient of institutional funding from the Federal Government is bound to not exceed the conditions of the collective agreement for the public sector (TVöD Bund). Remuneration, pay grade and tier level are based on qualifications and relevant experience as predefined in the TVöD and are non-negotiable. **Maximum** paygrade for this position is **E9b/1-2**.

We value diversity and therefore expressly welcome all applications - regardless of cultural, social or ethnic origin, gender, religion or belief, disability, age or sexual identity.

Applicants with disabilities are given preferential consideration in the case of equal suitability in accordance with the legal requirements.

Please note that a valid work permit or job-seeker visa for Germany or the EU is a prerequisite to be considered for the position.

Please send your application **exclusively via e-mail in one PDF document** to application@coe-civ.eu by Monday, 20th May 2024, 23:59 (CET) at the latest.

Your application (in English) should include the following documents and evidence:

- **Application document (max. 1 page)** answering the following two questions:
 1. What is your motivation for applying to join the CoE and how does working for CoE align with your career goals? (max. 300 words)
 2. Why are you applying for this specific position and what skills and experience will you bring to the role? (max. 300 words)
- **Curriculum vitae**
- **University degree certificate**
- **Work or internship references** and further evidence such as language certificates or, alternatively, well-founded statements on the knowledge and competencies mentioned in the job profile.

If you have any questions about the role specifically, please contact Suzon Mazataud, Political Assistant at the CoE, at suzon.mazataud@coe-civ.eu

All other enquiries should be directed to application@coe-civ.eu