

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

About 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 22 members, all of them EU Member States.

About the role:

As Political Assistant you will report to the Head of Sector / Strategic Coordinator for Internal Project and Process 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.

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!

The **main tasks** of the Political Assistant are:

- Support the Head of Sector in developing and implementing standard operating procedures (SOPs) at the CoE
- Support work on the CoE's thematic priorities through research and outreach to the CoE's members and preferred partners as well as other key stakeholders
- Support in conceptual development and coordination of the Centre's outputs
- Assist in managing processes and schedules across all work areas and in maintaining an overview of work areas and associated CoE deliverables
- Monitor and analyse political developments in 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 and presentations
- Support conceptualisation and implementation of the Centre's events (e.g. workshops, conferences, General Meetings)
- Carry out other tasks as required

Required profile:

- Bachelor's degree in political science, international relations, foreign and security policy, or equivalent degree in related fields
- Excellent oral and written communication skills in English
- German language skills are an asset
- Proven interest in and demonstrable knowledge of European policy issues; knowledge of CSDP and crisis management would be an advantage
- Understanding of European political processes, policies, and institutions

- Strong organisational skills
- 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
- 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
- **Eligibility to work in Germany**

Our offer:

- A responsible position with room for manoeuvre in a young and dynamic organisation
- Collegial atmosphere in an international team
- State of the art equipment and spacious, wheel-chair accessible office in the heart of Berlin
- Options for teleworking as well as flexitime
- Opportunities for vocational training
- 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.

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.

Your application (**in English, via email in one PDF document**) should include the following **documents and evidence**:

- Letter of motivation
- Curriculum vitae
- Please include in **one sentence your eligibility to work in Germany** (stating e.g. EU citizenship, a valid work-permit or job-seeker visa for Germany or the EU)
- Work or internship references and further evidence such as language certificates or, alternatively, well-founded statements on the knowledge and competences mentioned in the job profile

Please send your application to application@coe-civ.eu by 23:59 CEST on Sunday 15th October at the latest.

If you have any questions, please contact Laurie Williams, Head of Sector / Strategic Coordinator for Internal Project and Process Management, at laurie.williams@coe-civ.eu