



The **European Centre of Excellence for Civilian Crisis Management e.V. (CoE)** is offering **two Political Assistant positions (f/m/div)** in full-time. The starting date is 15 January 2023. The position is initially limited to two years. The place of work is Berlin.

Background:

The European Centre of Excellence for Civilian Crisis Management (CoE) e.V. is offering two Political Assistant positions to engaged persons interested in civilian crisis management. While reporting to the Head of Director's Office and the Head of Sector / Strategic Coordinator for Internal Project and Process Management respectively, both Political Assistants are foreseen to support the work of the CoE across its 11 thematic priorities.

The Berlin-based CoE was opened in September 2020 during the German EU Council Presidency upon the initiative of the Federal Foreign Office. The core mandate of the CoE is to support its members (currently 21 EU Member States) and preferred partners (EEAS and NATO IS) in improving civilian crisis management in the framework of the EU's Common Security and Defence Policy (CSDP). The Centre does so through identifying good practices and multiplying them through workshops and so-called 'matchmakings' as well as individual 'tailored solutions'. The CoE's focus lies on operationalisation and tangible impact, while research and analysis support these primary foci.

The CoE is a young, dynamic, and certainly unique organisation, operating at the intersection of EU Member States, EU institutions in Brussels, and civilian CSDP missions in the field. The CoE's work environment is highly enriching for junior talents, offering them a chance to grow professionally, be entrusted real responsibility, and contribute to improving the EU's crisis management around the world!

Distinct responsibilities:

Political Assistant assigned to the Head of Director's Office

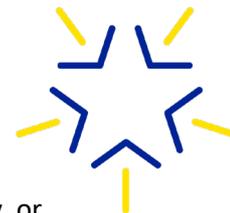
- Support work of the Director and his office through research and outreach to EU Member States and other key stakeholders

Political Assistant assigned to the Strategic Coordinator / Head of Sector for Internal Project and Process Management

- Assist in developing and following standard operating procedures (SOPs) at the CoE

Common responsibilities:

- 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
- Monitor and analyse political developments in and their implications for CSDP and the work of the CoE
- Prepare speaking points, decision papers, visit briefings, presentations etc.
- 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
- Support conceptualisation and implementation of the Centre's events (i.a., workshops, conferences, General Meetings of the association, etc.)
- Prepare and support regular meetings with CoE colleagues or external stakeholders
- 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, especially CSDP and crisis management
- Understanding of European political processes, policies, and institutions
- Experience in event management and coordination
- Proven research competence
- 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, are an asset

Our offer:

- A responsible position with room for manoeuvre in a young and dynamic organisation
- Appropriate remuneration on the basis of the collective agreement for the public sector (pay group max. E9b TVöD)
- Collegial atmosphere in an international team
- State of the art equipment and prestigious office space in the heart of Berlin
- Options for teleworking as well as clear Corona-safety protocols for office work

We expressly encourage BIPOC and people with migration history to apply. The CoE has set itself the goal of promoting women's careers and expressly invites women to apply for the position. Chronically ill and severely disabled applicants will be given preferential consideration in the case of equal suitability in accordance with the legal basis.

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

- Letter of motivation
- Curriculum vitae
- 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 **exclusively via e-mail in one PDF document** to application@coe-civ.eu by 26 November 2022 at the latest.

If you have any questions, please contact Marie Wellmann, Head of Directors Office, and Daniela Dietmayr, Head of Sector / Strategic Coordinator for Internal Project and Process Management, at marie.wellmann@coe-civ.eu and daniela.dietmayr@coe-civ.eu.