

VACANCY
POST OF EURO MED NGO PLATFORM EXECUTIVE DIRECTOR

THE EUROMED NGO PLATFORM

The Euromed Non Governmental Platform is an umbrella association of organizations, international and thematic networks and local platforms, in Europe and the Mediterranean Countries, aimed to increase the profile of the Civil Society participation in the Euro-Mediterranean co-operation.

The Executive director will closely work in collaboration with the Executive Committee of the Euromed Platform and under the authority of the Platform Board. He/She is responsible for the general managing of the platform and the execution of the Platform plan of action.

MISSION

The Executive director will be reporting to the Executive Committee of the Euromed Platform and to the Board. She/he will be globally assuming the following responsibilities:

- Executive management of the Platform;
- Organization of the lobbying and communication strategies of the Platform;
- Organization of the major events of the Platform, supporting its members in specific activities relevant with the plan of action as adopted by the GA;
- Implementation of the strategy and activities of the Euromed Non-Governmental Platform, in collaboration with the Executive Committee.

TERMS OF REFERENCE

The Euromed Non-Governmental Platform Executive director will perform the following duties:

1. Promote the work and activities of the Euromed Non Governmental Platform, in collaboration with all the relevant partners and actors both governmental and non-governmental, and in accordance with the strategy agreed by the Board and the General Assembly.
2. Develop and implement the strategic policy focus of the Platform in coordination with the other staff members, in accordance with the Platform strategic policy focus, under the supervision of the Board members and in coordination with the Executive Committee.
3. Coordinate the day to day activities of the permanent administrative staff.
4. In collaboration with the administrative team, and under the supervision of the Board, develop and implement the Plan of Action and Communications Plan.
5. Organize and facilitate networking and communication activities between the Platform members.
6. Facilitate the interaction and relations between the Board and the Platform members, and among the latter.
7. Under the supervision of the Platform Board and in coordination with the Executive Committee, the Coordinator will be responsible for building up alliances with civil society organizations and platforms both at the local, national and regional levels.
8. Organize and engage appropriate funding campaigns.
9. Assume and coordinate the organizational and administrative arrangements related to the organization of the Euromed civil society Forum, as one of the major events of the NGO Platform.
10. Be responsible for the management and coordination of the budget, reporting to the Board Members and to their Executive Bureau.
11. Represent the Platform in conferences, seminars, and other public fora whenever needed and as requested by the Board and especially by the Executive Committee.



REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

1. Graduate degree or equivalent in social sciences / development or equivalent disciplines (preferably in international relations, political sciences, economics, law or development issues);
2. More than 5 years of professional experience in campaigning and advocacy for international cooperation or international public affairs.
3. Experience in working with civil society, and institutional actors at the European/Mediterranean level.
4. Sound knowledge of Euro-Mediterranean Policies and latest trends in the field of European external policies.
5. Sound knowledge of Mediterranean cultures.
6. Strong commitment to the promotion of civil society.
7. Strong ability to work in team with persons from different national and cultural backgrounds.
8. Excellent spoken and written English and French. Knowledge of Arabic will be an asset.
9. Ability to speak in public.
10. Strong inter-personal skills and ability to liaise effectively with a wide range of actors: government officials, donor representatives and CSOs/NGOs.
11. Computer and internet skills.

CONDITIONS/ COMPENSATION

Duty station	: Paris, with frequent travelling (1/3 time).
Contract	: full-time job, one-year contract renewable according to outcomes.
Date of assignment	: from April 1 st , 2009
Salary	: 2800 Euros to 4000 Euros net salary, according to experience and education.

Women and men applications will be examined with the same attention.

To apply, please send a **2 pages CV max**, jointly with a letter of motivation before February, 20, 2008 to the attention of the President of the Board (**mention Ref -ED- 2009**), at the following address: platform@euromedplatform.org