Vacancy
International Cooperation Fellow

Key words: EU project implementation, Communication and campaigns, EU Neighbourhood policy.

SOLIDAR (www.solidar.org) is looking for an International Cooperation Fellow to support the implementation of the “MAJALAT” (www.majalat.org) initiative funded by the European Union.

Within the fellowship programme, you will discover the working environment of a NGOs and members’ based network. You will have the possibility to deepen your knowledge of the EU project management rules, to develop your planning and events’ organising skills and to understand the development priorities of the EU for the Middle East and North Africa (MENA) region and the dialogue with civil society from the south.

Duration: 5 months starting end April 2021

Key tasks: Under the supervision of the SOLIDAR International Cooperation Coordinator and the SOLIDAR Communication Officer

1. Liaise with the Majalat programme’s external evaluator and provide support for the finalisation of the evaluation of the programme (including sending emails to partners and ensure the timely collection of information).
2. Contribute to write the final narrative report of the program and compile the supporting documents to be submitted to donors (collect and classify financial and narrative documents from partners and from SOLIDAR).
3. Support for the preparation of the final event of the program - the Civil Society Forum, a major CSOs and EU structured dialogue platform – for example, preparing concept notes for the thematic sessions of the forum, notes’ taking, etc.
4. Develop communication tools and materials, including the design and the implementation of social media campaigns and provide communication support to the campaign for the recognition of the Palestinian State led by our members and partners.

Conditions: The fellowship program is in the framework of the “Vocational training convention” registered under Belgium law. The position foresees an allowance of approximately 800 Euro.

Key skills and competences:

- Fluency in French and English (written and spoken); knowledge of Arabic will be an asset;
- Proven ability to use layout/design/editing programs;
- Good knowledge and management of social media campaigns;
- Strong commitment to the Palestinian cause;
- Proven capacity to write clearly and concisely;
- Good use of MS Excel;
- Strong motivation to work in an NGO Network;
• Work experience in the MENA region and/or EU institutions would be an asset;
• Knowledge of management of cooperation projects, of EU and/or MENA policies, would also be an asset;
• Fast learner and capacity to work remotely and autonomously.

If you are interested in participating in the SOLIDAR fellowship programme, please send the following documents to the attention of barbara.caracciolo@solidar.org (e-mail subject: ‘International Cooperation Fellowship_{Your Full Name}’)

1. Your CV
2. A one-page cover letter
   • stating why you think you are suited for this position, and what are your objectives/what learning outcomes you expect from this experience
   • confirming that you can work in Belgium

Deadline; 25 April 2021 – 6 pm CEST

Please note that due to the high number of applications, only shortlisted candidates will be contacted.