



The Practitioners' Network for European Development Cooperation is looking for A NETWORK COORDINATOR TO BE BASED IN BRUSSELS (HALF-TIME)

The Practitioners' Network for European Development Cooperation was created in 2007 with the aim of fostering links, coordination, exchange of experience and joint activities between the European actors of official development assistance. Our Network is open to all European public institutions and administrations in charge of implementing bilateral and community development cooperation. Today it consists of the following contributing members:

Agencia Espanola de Cooperación internacional para el Desarrollo (**AECID, Spain**), Agence française de développement (**AFD, France**), Austrian Development Agency (**ADA, Austria**), the Belgian Development Agency (**BTC, Belgium**), Czech Development Agency (**CzDA, Czech Republic**), the Department for International Development (**DFID, UK**), **EuropeAid** Co-operation Office (European Commission), Gesellschaft für Technische Zusammenarbeit (**GTZ, Germany**), **InWent** (Germany), **KfW** Development Bank (Germany) and **Lux Development** (Luxembourg).

Concretely, the activities of the Network consist in regular meetings (annual meeting, participation to the European Development Days), thematic groups, ad hoc meetings and workshops etc. The network steering is ensured by a Core Group of three rotating members, headed by the Network Presidency. Coordination and support functions have so far been offered by the German development bank KfW. Members have recently decided to endow the Network with a permanent coordination office. For more information see www.dev-practitioners.eu.

The Practitioners' Network is looking for a motivated network coordinator, working half-time (50%). The Network Coordinator works in close cooperation with the members of the Network's Core Group. The Coordinator will take over and enhance the following functions:

- Supporting and preparing Network activities i.e.: Network Meetings, workshops or other activities in the framework of the Practitioners' Network, Network participation to events etc.
- Working with the revolving annual Presidency of the Network on organisation of the annual meeting of the Network (usually in May each year)
- Drafting reports or up-dates on current developments in and around the Network for internal and external communication,
- Active screening of the EU Agenda and of Members' priorities and planned activities, identifying and prioritising possible subjects of common interest, proposing subsequent joint activities,
- Maintaining and feeding the website and coordinating the elaboration of other communication tools (leaflet, posters etc.),
- Bookkeeping

Profile:

The Coordination Office should be an independent and at the same time very well connected unit. The following skills are required by the successful candidate:

- Professional experience in a development organisation (at least 3 years)
- Familiarity with the European and international agendas in the field of development cooperation
- Autonomy and initiative
- Openness and good interpersonal skills
- Networking and communication
- Experience in working with different cultures
- Proven capacity to write summaries, reports, short texts
- Willingness to travel

- Flexibility in working-times
- Basic knowledge of accounting

Other qualifications and competences:

- Bachelor or Master or comparable degree
- Fluency in written and spoken English, which is the communication language for the Network
- French understanding and speaking would be an advantage (as Brussels context)
- Computer skills: excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and excellent internet research skills.
- Experience of website management would be an advantage (the website is run under Typo3)

The position is based in Brussels. A contract under Belgium law will be offered.

Starting date: As soon as possible.

Please send your curriculum vitae and letter of application **until 5 March 2010** to the Director of KfW Brussels Office Mr Helmut v. Glasenapp, helmut.glasenapp@kfw.de . Only short listed candidates will be contacted.