

Vacancy for ECDPM Young Professionals Programme

Research Assistant for the ACP-EU Economic & Trade Cooperation Programme and www.acp-eu-trade.org

The European Center for Development Policy Management (ECDPM) is looking for a creative individual for a 6 to 12 month assignment to execute activities that will maximize the impact of the Center's dialogue, networking and capacity development activities in the context of ACP-EU cooperation.

Your expertise will allow you to assist in the research and execution of activities of the centre's ACP-EU Economic & Trade Cooperation Programme as well as to assist the manager of the website www.acp-eu-trade.org

Language requirements: Native-French level and fluent in English

ECDPM has established itself as an independent 'facilitator' with respect to the policy dialogue and capacity building activities that underlie Europe's development cooperation relations with African, Caribbean and Pacific (ACP) countries. This role is based on a strong network and a commitment to knowledge sharing and dissemination, including through publications such as the *InfoCotonou Newsletter*, *Trade Negotiations Insights* and www.acp-eu-trade.org.

This possible vacancy is part of the Centre's modest Young Professionals Programme. The Programme is for University graduates of outstanding intellectual qualities and personal strengths. They hold mostly a Master of Arts or Science in – preferably – Development or Social Studies, International Affairs/Relations (and Development)/ Studies/Communications), Law, Economics, with a specialisation in some ECDPM-relevant fields. ECDPM attaches considerable importance to providing a single young professional/research assistant for each of its 3 programmes the (scarce) opportunity to gain some fixed term professional experience and specialisation in one or more of the ECDPM-relevant policy processes. They all have some professional experience (traineeship, short first working experience) and international exposure.

This vacancy offers a research position for the Centre's ACP-EU Economic & Trade Cooperation Programme. Its general aim is to further the development of an ACP-EU trade regime, as envisaged by the Cotonou Agreement, that promotes sustainable development and the integration of the ACP countries into the world economy. Specific attention is granted to the current trade negotiations between ACP regional groupings and the EU on Economic Partnership Agreements (EPA), in connection to the WTO negotiations.

The specific objectives of the Trade Programme are:

- to strengthen the institutional capacities of the ACP to prepare for and manage trade negotiations with the EU processes (at national, regional and ACP levels);
- to facilitate dialogue and consultation on ACP-EU trade between the main actors involved, including governments, the private sector and civil society;
- to promote practical research on future ACP-EU trade arrangements; and
- to disseminate policy-relevant information on future ACP-EU trade agreements.

The Appointment

Taking account of the above topics, ECDPM seeks to appoint a full-time staff member as Research Assistant to further develop and implement its programs. The initial contract will be for 6 months, with the possibility of an extension upon available funding and satisfactory performance to one year. The staff member will be based in Maastricht, a small city in the South of the Netherlands. The projected fill date for the appointment is Summer 2008 (or as soon as possible).

Short-listed candidates for this vacancy may be required to undergo a written exercise.

Terms of Reference

The Research Assistant will support the Trade theme, develop projects with the theme's mandate, manage the activities, assist in running the www.acp-eu-trade.org website and represent the theme in the working field at 'junior management' level.

To do so, she/he

1. Conducts as well as assists in practical research concerning ACP-EU trade relations, (trade) capacity building, participation of non-state actors in trade policy and related issues;
2. Drafts and assists with the writing and editing of ECDPM publications;
3. Assists in the organisation, preparation and execution of programme activities.
4. Reviews literature and research on trade, particularly related to ACP-EU Economic Partnership Agreements (EPAs);
5. Reports on activities carried out within the programme;
6. Assists when requested in field work and missions;
7. Assists with the initiation and management of contacts with ACP and European organisations, activity partners and fund-raising agencies.
8. Assists in the management and promotion of the www.acp-eu-trade.org website: between 20% and 40% of the time, the Research Assistant will engage in: the identification, classification and uploading of relevant documents (studies, policy and position papers, official documents, etc.) and web-links, writing abstracts, updating the expert database, working with the website manager to produce the monthly www.acp-eu-trade.org newsletter, networking and further marketing of the website with international donors, and development of the website to enhance its functioning, organisation, and visibility.

The Research Assistant is a full team member of the Trade team and reports to the Programme Coordinator of the Trade Programme as well as the manager of www.acp-eu-trade.org. Taking into account specific personal qualities and experience, and in

accordance with the needs of the ECDPM programme, other activities may be assigned to her or his portfolio as well.

Professional and personal requirements

We are looking for a creative individual to manage various key tasks and activities, which require a variety of skills. To this end, the candidate should have:

- University degree in economics or law, preferably post-graduate with a background in international trade;
- Familiarity with and keen interest in trade and development issues, ACP trade (related) matters, relevant EU policies, WTO matters, regional integration processes and ACP-EU relations in particular;
- Familiarity with and experience/keen interest in communication and website;
- Interest in database management, ability to work with (or learn quickly) simple technological tools for website, while paying attention to details;
- Good communication skills, as well as the ability to present material clearly
- Willingness to carry out detailed research and to develop a solid understanding of related issues;
- Good writing, editing, analytical and synthesis skills, including the ability to structure arguments and present options to policy makers in a non-partisan way (stakeholder focus);
- Good organizational skills, commitment to quality and team spirit and ability to work under pressure, tight time constraint and conflicting demands;
- Practical mind and excellent inter-personal and communication skills in a multi-cultural environment (including flair and enthusiasm);
- Native-speaker French and good working knowledge of English, the two ECDPM official languages;
- Good word processing and internet skills;
- Entrepreneurial attitude.

Conditions

ECDPM offers a lively and attractive working environment, space for autonomy and personal growth, and ample opportunity for participating in an exciting emerging area of policy development for international development cooperation.

Since the research assistant position is regarded as an extended traineeship aimed at providing initial working experience in the international arena for development policy, the initial appointment is for six months, with a possibility upon available funding and satisfactory performance to one year and a gross monthly salary based on the Dutch minimum wage (Euro 1,636.89 gross/month). The appointment provides a generous package of (compensation) leave (9+ weeks on annual fulltime basis) and other benefits such as pension scheme and training budget. Although long-term openings for which the incumbent could apply are not excluded, the opportunities are rare.

Applications (as a pre-selection tool, only send in the application form in English or French) should be sent by email to Mrs. Karen Gielen, Human Resources Assistant by e/mail no later than Monday, 28 July 2008 by 9am Dutch time to kg@ecdpm.org.

More information on ECDPM and/or its Trade programme can be found at:

www.acp-eu-trade.org and www.ecdpm.org