

ECFR Madrid Office Research Assistant Job Description

Background

The **European Council on Foreign Relations** (ECFR) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. ECFR currently has offices in London (HQ), Berlin, Madrid, Paris, Rome, Sofia and Warsaw. Website: www.ecfr.eu

Position

The research assistant will provide research support in ECFR's Madrid office and help carry out the mission of the organization, to promote its interests and to contribute to its public visibility.

The research assistant's work will be primarily concentrated on the research of the '*The Broken Link*' project, a yearlong research project financed by the Spanish Agency for International Cooperation and Development (AECID) and based on an international research consortium. The project will examine the links between democracy, security, development and human rights in foreign policy. The research for this project will also consist of researching the links between these four issues in the EU's foreign policy towards the MENA region and will be divided into five separate smaller projects; the link between security and development, link between democracy and human rights, link between the four issues in Spanish foreign policy and two study cases.

Responsibilities

The assistant will have the following responsibilities:

- Provide research support in the framework of the '*The Broken Link*.' This will include the search of relevant information, compiling documents of relevant primary and secondary sources of data, managing and handling the data in its different formats and analyzing the compiled information.
- Provide coordination assistance to '*The Broken Link*' project in terms of coordinating the steps for the development of the project and communicating and working with the various participants.
- Compile and prepare the bibliography of the project and carry out the translation and editing of papers.
- Organize an international seminar to be held at the end of the project.
- The assistant may from time to time be required to undertake other duties at ECFR such as writing blog posts, helping the head of the office

with research that may not part of the above mentioned project and any other tasks that may be required by the team at ECFR Madrid's office.

Experience and skills

The successful candidate will be:

- A young professional graduated in Political Science and/or European studies, preferably with a master's degree in International Relations and/or European affairs.
- Will have 1 year of proven research experience in a university department or think-tank with experience in the areas of development cooperation, human rights, democracy promotion, security, MENA and EU foreign policy. A list of publications written by the candidate will also be required.
- Excellent English skills a requirement as the project will be mainly carried out in this language. Excellent Spanish skills also required with ideally knowledge of a third language such as French, German or another.

S/he will possess the following skills:

- Excellent writing, editing and oral communication skills;
- Excellent inter-personal skills and ability to work collaboratively and ability to organize work efficiently.
- Excellent Microsoft Office & IT skills as well as some website management and blogging experience.
- Outstanding analytical skills.

We offer

- A professional experience in the best new pan-European think tank created in the last five years.
- The incorporation into an important and up-to-date research project.
- Temporary contract until 31 January 2013 (1 month probation period)
- Full-time job from Monday to Friday.
- Labour contract registered in the Social Security.
- Salary per year: 16,331€ gross income.
- To start immediately.

Place in the organization: The research assistant will be based in Madrid and report to the director of the project.

Deadline for applications: Monday 19th of March 2012. The application needs to include a cover letter (1 page), CV (1 page), list of past publications, 2 references and contact details. Please address your application to Mr. José Ignacio Torreblanca and send it in one PDF-file to: madrid@ecfr.eu.

Interviews to be held the same week.

PLEASE NOTE:

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will unfortunately be able to respond to your application only if you have been shortlisted for the role.