



## JOB DESCRIPTION

<b>Position:</b>	<b>Director MENA Programme and Senior Policy Fellow</b>
<b>Location:</b>	<b>London (ideally)</b>
<b>Deadline for application:</b>	<b>2<sup>nd</sup> May 2016</b>
<b>Start date:</b>	<b>as soon as possible</b>

**ECFR** (The European Council on Foreign Relations) 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. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. [www.ecfr.eu](http://www.ecfr.eu).

### **The Middle East and North Africa Programme**

ECFR's Middle East programme, launched in 2011 in the wake of the Arab uprisings, seeks to contribute to European regional policies toward de-escalation of conflict, driving peace-building solutions and encouraging EU member states to play a more active diplomatic role. ECFR has been at the forefront of helping the EU rethink its strategy towards the wider MENA region and the Southern neighbourhood, with the programme recognised for its policy-focused expertise, leading in-country research and unrivalled pan-European outreach. Our policy recommendations regularly inform and guide high-level policy makers across Europe. The MENA programme places priority on generating timely, informed and thought-provoking analysis on a highly volatile region. Over the past five years it has pushed forward the debate on Syria, Iran-Saudi Arabia regional de-escalation, the Middle East Peace Process, the Libya crisis and developments in other parts of North Africa.

### **Job profile**

ECFR is recruiting a Senior Policy Fellow to lead the MENA programme, providing strategic direction and thought leadership for the programme, including in-depth policy relevant analysis on key political, social and security issues related to EU foreign policies towards the MENA region and high level engagement with European and regional policy makers. The programme director will be expected to play an active role in programmatic fundraising activities and to contribute actively to ECFR's broader strategic agenda and collaborative projects that cut across regional boundaries.

### **Responsibilities**

- Provide strategic planning and thought leadership for the programme, formulating its research, advocacy and fundraising priorities in consultation with other programme staff;
- Manage the programme's research processes and policy relevant analysis on key political, social and security issues related to the EU's policy challenges with MENA;
- Work with the programme team towards conceptualising and developing timely, concrete and implementable policy initiatives aimed at strengthening Europe's diplomatic role in the MENA region;
- Pro-actively raise funds for the programme and help manage existing donor relations;

- Manage the programme's output including regular public and private reports and notes, as well as events and convening;
- Develop and implement advocacy strategies for the programme, engaging with both high-level policy makers and wider European audiences;
- Support and develop the programme team;
- Build, expand and maintain outreach with relevant ECFR Council members, policy-makers in national governments, EU institutions and other stakeholders from the EU and the MENA region;
- Represent ECFR with external stakeholders including EU governments and institutions, donors and other partners in various public and private meetings;
- Promote ECFR's work in the media including building and maintaining contacts with relevant journalists and writing op-eds in relevant newspapers;
- Manage personnel and budgetary issues;

#### **Person specification**

- Proven experience and specialist knowledge in one or more of the relevant policy areas, as well as a sound experience of working within the EU foreign policy sphere;
- Proven professional acumen and high-level engagement within the MENA policy arena, with experience of having lived in the region and a broad range of contacts. Strong networking skills;
- Excellent communication skills, with a very high standard of written and spoken English; Arabic language proficiency helpful;
- Confident public speaker and capable of dealing with the media;
- Competent fundraiser with experience of both public and private donors;
- Able to manage the work of a small policy team including strategic and quality as well as organisational, personnel and budget aspects;
- Flexible and able to multi-task, work towards tight deadlines and manage high pressure situations.

#### **TO APPLY:**

Please send your CV and covering letter to [recruitment@ecfr.eu](mailto:recruitment@ecfr.eu), with subject line "**Director MENA2016**". To apply you must have permission to work within the EEA.

***Closing date for applications: 2<sup>nd</sup> May 2016***

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful.

**STRICTLY NO AGENCIES PLEASE**

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