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Position: Head of Paris Office and Senior Policy Fellow

Location: Paris

Start date: April 2015

***Deadline for Applications: 27 February 2015***

*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*](https://mail.ecfr.eu/owa/redir.aspx?C=404f92ef5f32439ea269af94ebd583dc&URL=http%3a%2f%2fwww.ecfr.eu)

**Job profile**

The European Council on Foreign Relations is recruiting an entrepreneurial specialist in foreign policy to head its Paris Office. ECFR has the ambition to strengthen its work and impact in France at a time when a strong French role in Europe is as important as ever. Drawing on an excellent grasp of strategic and policy issues, the head of office will extend the organization’s effective presence and network in France, ensuring that ECFR is part of the national debate, building an infrastructure for influence and feeding the French perspective into ECFR’s overall work. In the capacity of senior policy fellow s/he will connect the French discourse to ECFR’s analysis in the relevant areas and so contribute to ECFR’s pan-European character.

In managing the office which also houses important components of the Asia & China programme, the head of office will facilitate their operations in France. S/he will strengthen ECFR’s outreach, and work closely with the community of French members of the ECFR Council with a view to engaging them in actively supporting ECFR’s aims and opening possibilities for financial support.

**Main responsibilities**

* ***Policy:*** analyze, write and advise on key issues related to France’s role in Europe and in EU foreign policy, inform other ECFR offices and programmes about French perspectives, and contribute to ECFR’s overall policy work
* ***Outreach:*** develop and implement advocacy and media strategies, build relationships with relevant actors and organise events
* ***Management:*** lead the work of the office, manage its operations and oversee the relations with the French members of ECFR’s Council
* ***Fundraising:***  lead ECFR’s fundraising effort in France, approaching both public and private sources

**Profile**

* deep understanding of the French political and social landscape
* graduate in political science, European studies or related fields
* good understanding of the EU and its foreign policy, and familiarity with areas of particular French interest
* sound knowledge of and experience with French and European policymaking
* entrepreneurial spirit with management experience
* excellent communicator with a high standard of written and spoken French, English and preferably another European language

**TO APPLY:**

Please send a one page covering letter (with ref: **Head of Paris Office** in the subject line) and your CV to: [recruitment@ecfr.eu](mailto:recruitment@ecfr.eu).

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

**PLEASE NOTE:**

Interviews are provisionally scheduled for 30th -31st March.

No phone calls please. Due to the large volume of candidates applying for positions within ECFR we will only be able to respond the applicants who have been shortlisted.

ECFR is an equal opportunities employer.

**STRICTLY NO AGENCIES**