

## Policy Officer

### CONTEXT

The International Co-operative Alliance is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. The Alliance's members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the International Co-operative Alliance gives a voice to one billion of the world's citizens. More information is available at: [www.ica.coop](http://www.ica.coop)

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the programme 'Cooperatives in Development – People-centred businesses in action' will work on promoting the co-operative business model in global and local development policies, and strengthening co-operative organisations as viable actors in development processes in their own rights. This programme will run from March 2016 to September 2020, and be led by the Alliance global office, in coordination with the four Alliance regional offices for Europe, Africa, Americas, and Asia-Pacific.

### PRINCIPAL ROLES AND RESPONSABILITIES

The Policy Officer will be responsible to support monitoring of global development processes, policies and programs, in view of promoting the cooperative movement world-wide. S/he will work as a member of the ICA-EU partnership team and report directly to the International Development Director. The Policy Officer will work within the framework of the broader policy and advocacy work of the Alliance as established by the International Development Director and the Director of Policy.

The main roles of the Policy Officer are to identify development policies linked to civil society and the private sector, contribute to the design and development of consultations and draft notes, coordinate with global, regional and sector organisations of the ICA to draft positions regarding the implementation of the SDGs and co-organise the global policy events within the ICA-EU partnership.

Key responsibilities are:

- Monitor global development policies and processes around the Agenda 2030 and the Sustainable Development Goals, as well as Financing for Development and the Means of Implementation
- Draft notes and consultation papers on international development policies and processes
- Organise global policy events within the field of international development
- Support the collaboration and coordination with other civil society networks and organisations
- Support the coordination of ICA sectoral and regional organisations in development policy processes
- Represent the ICA at relevant development and cooperation review meetings on international development

## PERSON SPECIFICATIONS

### Essential

- University degree in political sciences, international relations, economics, international development or similar;
- 2 years of professional experience related to international development policies and processes
- Very good understanding of the international institutions and EU
- Knowledge of and relevant experience with consultation processes within development processes
- Good command of English
- Attentive to details and able to prioritize work
- Good IT and communication skills
- Ability to work in a multi-cultural team
- Demonstrate commitment to the cooperative values and principles

### Desirable

- Knowledge of other languages, particularly French and Spanish
- Experience of work with NGOs or membership organisations

## TERMS AND CONDITIONS

Starting date is as soon as possible.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

## APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to [Recruitment@ica.coop](mailto:Recruitment@ica.coop). Please mention in the email subject your name followed by 'Policy Officer'.

Deadline for applications is the **2<sup>nd</sup> April 2018 (23h59 CET)**.

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No phone calls please.

Interviews will take place at our offices in April 2018.

## Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

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### PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

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### EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

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### Training, course, etc.

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### COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

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**MOTIVATION FOR APPLICATION**

Please explain why you are applying for this position

**If offered the position, when could you take it up?**

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**International Co-operative Alliance**  
Avenue Milcamps 105  
1030 Brussels - Belgium  
[www.ica.coop](http://www.ica.coop)