

Director

Transparency International, EU Liaison Office, Brussels



Candidate Description

For more information, please contact:

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Director of TI-EU Liaison Office,

The Director of TI-EU Liaison Office has the overall responsibility for developing and implementing strategies to influence EU Institutions and the Council of Europe on anti-corruption policies, strategies, approaches and priorities. The post-holder will ensure the effective coordination of EU focused advocacy across National Chapters within EU member states and beyond, and act as the primary representative for TI towards EU institutions and the main spokesperson towards media on EU affairs. This role directly manages approximately ten positions. To learn more about Transparency International, visit our website at www.transparency.org.

TO APPLY

Recruitment for this role will be handled by Ellwood Atfield, Brussels.

Applications should consist of a cover letter and CV in English (in one pdf-file) and be sent to Dr. Rachel Barlow at rachel@ellwoodatfield.com, with the words “TI-EU” in the ‘Subject’ of the email.

Early submission is encouraged and applications are reviewed and assessed on a rolling basis.

The deadline for applications is Wednesday, 15 May 2019 COB. Only selected candidates will be contacted.

MAIN RESPONSIBILITIES

Leadership and Management

- Providing overall vision for the positioning of TI towards European Institutions.
- Managing and leading the team in the EU office in a supportive and empowering manner and investing in the professional development of the team.
- Overall responsibility for fundraising and donor relations; leading on the development of fundraising strategies and overseeing their implementation in line with strategic priorities; ensuring a diversified and sustainable donor portfolio; maintaining relationships with existing donors and developing new relationships with potential donors.

- Overseeing the EU office budget, and setting, monitoring, managing and reporting on budget and expenditure for the work undertaken by direct reports.
- Having responsibility for the compliance of EU office operations in line with TI relevant policies and Belgian law. This is done with support and advice from TI-S specialist departments (HR, Legal, Finance, Security, etc.).

Advocacy and Communications

- Ensuring the effective development and implementation of anti-corruption and communications strategies targeting EU institutions, including by representing TI at the highest level before these bodies, advocating for TI's priorities, and explaining and defending TI's positions.
- Ensuring the effective collaboration of TI with the EU, the EU diplomatic community, other Brussels based organisations as relevant, the media, relevant NGOs and CSOs to further the realisation of TI's priorities.
- Overseeing the TI-EU office communications strategy and ensuring that public diplomacy, EU messaging and seizure of media opportunities all contribute to influencing key stakeholders on TI's priorities.
- Providing effective coordination of the anti-corruption advocacy work by the Brussels office with the rest of the Movement, especially National Chapters in EU member states; ensuring that all advocacy projects and activity planning, implementation, reporting and evaluations are in line with TI's priorities and requirements and ensuring that work is undertaken to high quality standards.

SKILLS AND EXPERIENCE

Applicants are expected to have the following essential skills and experience:

- Extensive substantive knowledge and experience of undertaking high-level advocacy at the EU, working with diplomats, state officials, senior policy makers and with other IGO bodies, other international organisations and civil society organisations.
- Excellent knowledge of good governance and transparency, and proven experience of the workings of EU institutions including its laws and policies and decision making processes; sound knowledge of Council of Europe institutions and mechanisms.
- Extensive experience of working on international relations and sound understanding of the relationship between international politics and good governance advocacy.
- Proven ability and experience of leading and managing teams. Experience in good management practice and skilled at planning and maintaining work systems, procedures, and policies that enable and encourage the optimum performance of the team and the office resources.
- Demonstrated record of accomplishment in resource development with excellent donor relationship management skills.
- Excellent ability and experience to identify and exploit advocacy opportunities within the EU and to react, as appropriate, to global or localised political, economic and social developments, in the furtherance of TI's goals and objectives.
- Excellent ability to explain complex issues and positions to a variety of audiences and stakeholders, and to explain, promote and defend TI's positions accordingly.
- Excellent ability to represent TI externally, including with government representatives and the media; excellent skills and experience of giving press interviews and press briefings, and cultivating relationships with journalists.
- Excellent interpersonal and team working skills; ability to work effectively and sensitively internally and externally with others, including when under pressure; excellent ability to deal with people internal and external to TI with tact and diplomacy.

- Excellent ability to plan, prioritise and manage multiple, sometimes competing demands efficiently in a challenging, fast-paced environment; ability to work independently and effectively and meet required deadlines.
- Experience of effective budget administration; skills and experience of planning and managing work.
- Experience of research, campaigning, analysis and evaluation, desirable.
- Excellent speaking, writing and editing skills in English and fluent French; fluency in other EU languages desirable.

Brussels, April 2019