

ECAS is Recruiting a Programme Director for Central and Eastern Europe (CEE)

(full-time, Bulgaria-based)

The **European Citizen Action Service (ECAS)** is a Brussels-based international non-profit organisation with a pan-European membership and more than 30 years of experience.

ECAS' mission is to empower citizens to create a more inclusive and stronger European Union by:

- Promoting and defending citizens' rights.
- Developing and supporting mechanisms to increase citizens and citizen organisations' democratic participation in, and engagement with, the EU.

ECAS' Vision

An inclusive, transparent, citizen-centric and democratic European Union in which citizens' rights are at the heart of decision making at all levels and in which citizens are informed, consulted and actively participate.

ECAS' Team Values

- Non-partisanship: Free from affiliation with any political party.
- Professionalism: Striving for excellence in all aspects of our work.
- Empowerment: Enabling citizens to understand and utilise their rights.
- Inclusiveness: Ensuring that all EU citizens can fully enjoy their rights.
- Innovation: Applying unique and modern solutions.

ECAS branch office in Central and Eastern Europe (CEE)

Cautious of some specific challenges, at the end of 2021, ECAS established its first branch office in Bulgaria with the aim of implementing tailored initiatives in Central and Eastern Europe to tackle negative tendencies related to democratic deficiencies, such as spread of disinformation and populist narratives, backsliding of the rule of law and narrowing of civic space. The branch actively promotes EU Values, Rights and Freedoms in the regions through awareness raising and capacity building of civil society organisations and other stakeholders.

Description of the Job

ECAS is looking for an experienced, motivated and committed Programme Director to manage the activities of the organisation in CEE through its branch office in Bulgaria.

The candidate should have a sound understanding of the EU policymaking, the CEE state of affairs in terms of both EU legislation implementation and the role of civil society, with a special emphasis on disinformation narratives, shrinking civic space and consolidation of civil society resources to safeguard civic space, defend and promote EU Values and Rights.

Commitment to the EU Values and the ECAS' mission and vision is a must.

Responsibilities

Reporting to the Executive Director of ECAS, the Candidate will manage ECAS's activities in CEE by:

- Managing the ECAS branch office in CEE both in terms of programmes and administration.
- Managing the ECAS's activities in CEE through the branch, such as the ones aimed at fostering the formation of cross-sector alliances involving relevant citizen organisations and interested partners to tackle disinformation.
- Managing the ECAS's activities and projects in promoting EU values, rights and freedoms in CEE.
- Facilitating existing and building new partnership with civil society organisations and other stakeholders in the region.
- Promoting ECAS's activities in the region.
- Fundraising to ensure sustainability and further upscale of ECAS's expertise and know how in CEE.

Knowledge and Experience

- University or Master's Degree in Law, International Relations, Political Science, European Studies or any other relevant field.
- At least 5 years of professional experience in project management, including EU funded projects.
- At least 3 years of professional experience in organisational management.
- Excellent knowledge of the EU policies and legislation.
- Excellent knowledge of CEE adherence to EU policy and legislation, CEE civil society, development issues and relevant stakeholders.
- Experience in developing and coordinating networks, engaging civil society organisations and other stakeholders.
- Experience in training and events' management.
- Experience in campaigns' management.
- Communications experience, including working with the media.
- Experience in financial reporting – organisational and project-wise.
- Public speaking experience.

Skills Required

- English language proficiency – written and oral.
- Bulgarian language proficiency – written and oral.
- Attention to detail.
- Networking skills.
- Excellent written and verbal communication skills.
- Friendly, social, proactive.
- Innovative and result-orientated.
- Team worker but capable of performing tasks independently.
- Capable to working under pressure and observing strict deadlines.
- Capable of multitasking.

Contract



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The position is based in Bulgaria. The successful candidate will be offered a one-year contract with 6-month probation period and a starting salary of BGN 4,100 gross. After the probation period and based on a performance review, the position can become a permanent one, based on an indeterminate contract.

Deadline for Applications:

Applications - CV and Motivation Letter including references - should be submitted by **25 May 2023** to Ms. Kavrakova by email entitle "ECAS Programme Director CEE Application" to assya.kavrakova@ecas.org.

ECAS is an equal opportunity employer which seeks to further diversify its staff in terms of gender, culture and nationality.

Only shortlisted candidates will be contacted for an interview.