

Job description: Programme Officer, Conciliation Resources EU

Job Title: Programme Officer, Conciliation Resources EU
Department: CR EU
Reports to: Director, Conciliation Resources EU
Location: Brussels, with some travel mostly in Europe
Workstation: Hybrid (at least one day a week in the office)
Contract type: Permanent
Employment type: ☒ Full-time ☐ Part-Time

Conciliation Resources

Conciliation Resources (CR) is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Conciliation Resources EU (CR EU) is the Brussels office of CR and represents the organisation to EU Institutions and EU Member State Permanent Representations. CR EU develops and maintains close relationships and networks with Brussels-based donor and partner organisations, including networks like the European Peacebuilding Liaison Office (EPLO). We focus on providing mediation support expertise to the EU through service contracts and provide policy advice on thematic and geographic peacebuilding priorities. CR EU provides an interface for CR teams with EU/Brussels institutions. Further information on Conciliation Resources EU can be found on our [webpage](#).

Job Purpose

The main purpose of the job is to advance CR's peacebuilding agenda towards Brussels stakeholders and to share knowledge of EU processes and priorities with CR teams around the globe. This is mainly achieved by:

- Engaging in policy activities, including when colleagues visit Brussels.
- Supporting EU fundraising activities for the Brussels office as well as teams across the organisation.
- Coordinating the implementation of projects led by CR EU.
- Coordinating assignments for EU and other service contracts.
- Ensuring the efficient and smooth running of the CR EU office by leading on administrative tasks in a small team.

Tasks and Responsibilities

a. Programme coordination and funding

- Coordinate the implementation of CR EU's Service Contracts by identifying, organising and administering expert deployments, drafting contracts, maintaining records, arranging financial documents, tracking quality control, invoices and feedback reports, and liaising with consortium partners and relevant EU officials as needed.
- Coordinate activities (including narrative and financial reporting) and maintain donor and stakeholder relationships for ongoing projects (currently a project supporting francophone women mediators and the EU-funded *Still we Rise* project), as well as additional projects that CR EU may take on (following the full project cycle from set-up to implementation, evaluation and reporting).
- Support the CR EU Director and CR staff to research new funding opportunities, including by tracking donor deadlines, and requirements.
- Ensure that CR Research, Advisory and Policy (RAP) and Programme Departments are informed of EU funding opportunities as well as opportunities for deploying expertise as part of service contracts. Provide relevant support in funding applications and advice on eligibility.

b. Representation and policy advocacy

- Coordinate the organisation and logistics of CR EU meetings, events and conferences, both in-person and online, supporting monitoring, evaluation and learning (MEL) as well as drafting reports as needed.
- Monitor and share information on developments in EU policy and programming relevant to CR EU and CR, including through participation in relevant EPLO Working Groups, in agreement with the CR EU Director.
- Attend conferences and events on mediation, dialogue and peacebuilding on behalf of CR, providing information and insights to CR staff, and support the Director in building CR networks in Brussels.
- Support RAP and Programmes on the dissemination of outputs and events as well as assessing their impact.
- Conduct research and analysis when required, particularly in relation to funding opportunities and policy advocacy.

c. CR EU office operations

- Maintain CR EU's roster of experts, shared drive, record keeping, both electronic and hard copies, up to date.
- Assist the preparation and running of CR EU's Board and Member meetings, ensuring accurate minutes and follow-ups to relevant authorities.
- Regularly update the CR communications team with CR EU news for CR's website and social media platforms.
- Maintain the office financial and administrative record keeping, such as preparing the monthly invoice grids and table of incomes from service contracts, and liaise with the CR UK finance team when relevant.

d. Other

- Contribute to internal processes such as: annual planning, strategy development in CR EU, internal reporting and outcome harvesting processes, ensuring data collected is gender-sensitive.
- Communicate to RAP and CR more broadly updates and developments in CR EU activities, including through participation in regular Department and cross-organisational meetings.
- Comply with CR's procurement, safeguarding and security policies, and internal information management systems.
- Perform other tasks and duties, consistent with the skills and expertise of the postholder, as required on an ad hoc basis as required by the Director of CR EU.
- Apply CR's core values to all work, including through signing and adhering to CR's Code of Conduct.

Role Dimensions

Budget Responsibility: Coordination of budgets for several projects including FPI Still We Rise, French RIMeF project and office accounts.

Number of reports (direct & indirect): Support drafting annual reports to donors as well as reports for board or other oversight mechanisms

Key Internal Relationships: All of CR including RAP, Programme Departments, Core and Ops

Key External Relationships: Civil society including (EPLO and its members), EU institutions, EU Member States-

Person specification

Candidates must have the right to work in Belgium.

Knowledge (Required)

- Good understanding of peace mediation, peacebuilding and gender, preferably acquired through work experience and/or training.
- Understanding of key EU institutions and funding streams relevant to CR EU and the wider organisation.

Experience (Required)

- Event management experience, both online and in-person.
- Experience of management of EU projects and/or service contracts, including proposal submissions and donor reporting, including financial reporting.
- Experience of liaising with different project partners and consultants.
- Office administration experience, including a proven track record of successfully maintaining databases, using different IT tools and office records.
- Experience working in a cross-cultural environment.

Skills/Attributes

- Excellent written and verbal English and French.
- Excellent organisational and planning skills with the ability to coherently organise and structure information and records and coordinate with multiple people and teams.
- Creative mindset and pro-active, problem-solving approach to tasks and assignments.
- Strong writing skills and the ability to write for different purposes and audiences, including websites, reports, formal communications and funding proposals, and to present information clearly and accurately.
- Proficiency in digital workplace tools (especially Google Workspace), including online meeting platforms.
- Good interpersonal and relationship-building skills, with the ability to work collaboratively, listen to and influence others.
- Ability to work independently, think strategically and manage a complex and, at times, heavy workload, to multi-task and take initiative.
- Common sense approach, with a positive attitude and the ability to adapt to an evolving working environment.
- Solid financial management skills, ideally attained by coordinating budgets.

Date Created/ Reviewed

2 September 2026

Annex with information on:

The gross monthly salary for this position is: 3477 EUR/ month

The benefits include the following:

1. 13.92 months' salary per year (including the standard 13th-month bonus and holiday pay as per Belgian law).
2. Meal Vouchers: 8 EUR/ working day
3. Pension: 9% contribution to pension plan
4. Representation fees: 200 EUR/month
5. Holidays: 20 legal days with 5 extra-legal days, as well as official Belgian bank holidays and office closing between Christmas and New Year's