



## Call for a Project Officer in charge of the Czech EU Presidency

Pionyr, in co-operation with the European Youth Forum (YFJ), is recruiting a **project officer** to contribute to Pionyr's and YFJ's work in the context of the Czech EU Presidency for the first half of 2009. The **project officer will be working from Prague** and he/she will have to closely monitor the political developments and activities organised in the context of the Czech Presidency, notably the activities related to the European youth policies. The project officer will work for Pionyr as well as for YFJ's Policy Development and Advocacy Department and statutory bodies of the YFJ and will liaise between the Pionyr, other youth organisations in the Czech Republic, the YFJ and the relevant authorities in the Czech Republic. He/she will also contribute to the work of Pionyr, Czech youth organisations and YFJ's member organisations in order to increase our capacity to react to the debates and activities initiated by the Czech EU Presidency.

Pionyr is an organisation of children, young people and adults. It focuses on non-formal, educational activities and is organised during leisure time (after school, during holidays etc.).

The European Youth Forum (YFJ) is the platform representing 96 National Youth Councils and International Non-Governmental Youth Organisations throughout Europe and working for the interests of all young people in Europe.

### **MISSIONS**

- To monitor and report on youth policy trends in the EU;
- To monitor and report on EU policies which have a direct impact on young people;
- To facilitate the contacts with civil servants in the Czech Republic and Brussels (written and oral contacts, and arrange appointments).
- To carry out research and draft reports for the YFJ, Pionyr and Czech youth organisations;
- To draft articles for Pionyr's and the YFJ's publications as well as for external publications;
- To organise, run and take part in international meetings and projects;

- To maintain regular contact with the different actors in the field, including YFJ Member Organisations, Czech youth organisations, the European Commission, and the national authorities in charge of youth policy issues;
- To contribute to the elaboration of YFJ policies, under the responsibility of Pionyr foreign affairs secretary Jiri Let and of the YFJ Secretary General;
- To help co-organise the Youth Event within the context of the Presidency.

#### **PROFILE**

- Show initiative, be able to solve problems, have the sense of organisation and be able to set priorities while dealing with several tasks at the same time;
- Have a university degree of at least four years in social sciences, political sciences, law, European studies or languages, or equivalent work experience and competence;
- Good knowledge of the Czech civil society and preferably of youth organisations or NGOs;
- Good knowledge of the Czech political system and culture
- Good knowledge of EU institutions and policy processes
- Be sensitive to cultural differences and be able to work with people from different backgrounds;
- Preferably have training and professional experience in a youth NGO;
- Able to work under time pressure with flexible hours, and when required on weekends;
- Be willing and ready to travel regularly;
- Be available to take up the position between 3 and 18 November 2008;
- Be really keen on working for a European NGO.

#### **SKILLS REQUIRED**

- Able to speak and write perfectly Czech and English. Knowledge of French is desirable. Other languages will be an asset.
- Excellent communication skills, empathy and tact.
- Able to deal simultaneously with several projects and to set priorities in your work. Experience in project management.
- Able to carry out research, collate information, analyse and summarise them.
- Ability to work under pressure
- Good knowledge of ICT

#### **TERMS OF THE CONTRACT**

The duration of the contract is 9 months, 40 hours a week. Basic salary is preliminarily set to 27.000 CZK. Based on his or her performance, the project officer will also receive bonuses to this salary.

The selected person will start on Tuesday 18 November 2008 at the latest.

Please send your CV until 3 October 12.00 to: [predsednictvi@pionyr.cz](mailto:predsednictvi@pionyr.cz) or Ústředí Pionýra, Senovážné náměstí 977/24, 116 47 Praha 1