

Advocacy Officer

The Pontis Foundation is looking for a quick-learning, flexible and bright individual to join our Development and Democratization Abroad team.

Candidate Profile

A perspective candidate should have the following qualities:

- university degree;
- excellent communication and presentation skills in the Slovak language;
- very good written and spoken English;
- at least 3 years work experience in the non-profit sector or public policy area;
- project management skills;
- proven experience of coordinating projects, including: problem identification, needs assessment, identification of target groups, project design and implementation, financial management, stakeholder engagement, evaluation, and reporting to partners and external donors;
- experience with advocacy work on the topics like development assistance, and democracy promotion;
- working experience with EU institutions is additional asset;
- communication and networking with interested parties and stakeholders (NGOs, experts in Slovakia and in the EU, parliamentarians, relevant ministries in Slovakia and our partners abroad, etc.

Successful candidate will have an opportunity to coordinate Pontis Foundation's advocacy activities, develop new projects, communicate and liaise with local and international partners and other stakeholders in Slovakia and the EU. Among the duties, of project officer:

- coordination and overseeing advocacy activities carried on by Pontis in Slovakia. It includes designing and implementation of advocacy strategies, like setting up goals, establishing long term relations with decision makers, preparing materials for various stakeholders like newsletters, briefs, identifying key partners, monitoring budget, writing required reports;
- communication and networking with interested parties and stakeholders (NGOs, experts in Slovakia and abroad, relevant ministries in Slovakia and our partners abroad, etc.);
- developing new projects.

We offer:

- work in young and talented team;
- challenging work environment;
- opportunities for professional development;
- flexible hours of work, possibility of home office.

Application process

If you think you have the right combination of skills, please send your CV and a covering letter in English by 5th April, explaining why you believe you are the right candidate for the post to: pontis@pontisfoundation.sk.

Please put in the title of your email: Advocacy officer.

If you have any questions regarding the post, please contact us via email: pontis@pontisfoundation.sk.

Following selection, a small number of candidates will be invited to an interview at the Foundation's premises in Bratislava.

Terms and conditions

Hours: full time job

Starting date: May/June

Location: Bratislava, Slovakia however some traveling will be required

Contract Type: Self Employed