

Policy Officer

CONTEXT

The International Co-operative Alliance (ICA) is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. ICA's members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, ICA gives a voice to one billion members in the world. More information is available at: www.ica.coop

PRINCIPAL ROLES AND RESPONSABILITIES

The Policy Officer will be responsible to support monitoring of global processes, policies and programs, in view of promoting the cooperative movement world-wide. S/he will work as a member of the ICA Global team and report directly to the ICA Policy Coordinator. The Policy Officer will work within the framework of the broader policy and advocacy work of the ICA as established by the ICA Policy Coordinator and the Director General, following the mandate given by the ICA Board.

The main roles of the Policy Officer are to identify policies linked to civil society and the private sector at the international level, contribute to the design and development of consultations and draft notes, coordinate with regional and sectoral organisations of the ICA as well as ICA members to elaborate positions regarding the global policy agenda of the cooperative movement.

Key responsibilities are:

- Monitor global policies and processes around the Agenda 2030, and the Sustainable Development Goals, as well as the global agenda on enterprise policies
- Provide inputs to strategic and analytical papers and articles and support with the substantive contributions of the organisation
- Revise the substance and consolidate input received from regions and sectors, prepare remarks and statements
- Assist in preparing briefings ensuring that key strategic issues are covered, and messages are transmitted
- Draft notes and consultation papers on international policies and processes, and manage internal consultation processes on these within the ICA membership
- Keep abreast of developments within ICA and the global political and economic agenda
- Support the coordination of ICA sectoral and regional organisations in global policy processes, including development policy
- Assist in the elaboration of partnerships and coordination with other civil society networks and organisations
- Represent the ICA at relevant meetings on Global Finance, International Financial Reporting Standards and, Social and Solidarity Economy

PERSON SPECIFICATIONS

Essential

- University degree in political sciences, international relations, economics, international development or similar;
- Strong writing and analytical skills
- 1 to 2 years' professional experience related to international policies and processes
- Very good understanding of international and regional institutions
- Knowledge of and relevant experience with consultation processes within global policy processes
- Good command of English
- Attentive to details and able to prioritize work
- Good IT and communication skills
- Ability to work in a multi-cultural team
- Demonstrate commitment to and interest in the cooperative values and principles

Desirable

- Knowledge of other languages, particularly Spanish and French
- Experience of work with NGOs or membership organisations

TERMS AND CONDITIONS

Starting date is as soon as possible.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to Recruitment@ica.coop. Please mention in the email subject your name followed by 'Policy Officer'.

Deadline for applications is Monday 25 February **(23h59 CET)**.

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No phone calls please.

Interviews will take place at our offices in the first half of March 2019.