



RESEARCH AND PROJECT ASSISTANT

The International Panel of Experts on Sustainable Food Systems (IPES-Food) is looking for a **full-time staff member** to join its secretariat. Working as part of a small and dynamic team, the new staff member will help to develop and promote the range of reports and projects undertaken by IPES-Food. The ideal candidate is an adaptable all-rounder with experience of policy advocacy and research support work, and good knowledge of sustainability issues and global food systems.

IPES-Food works to shape debates on food system reform through policy-oriented research and direct engagement with policy processes around the world. The panel brings together environmental scientists, development economists, nutritionists, agronomists, and sociologists, as well as experienced practitioners from civil society and social movements. Panel members are based in multiple locations around the world, with a secretariat based in Brussels. More on IPES-Food can be found here: www.ipes-food.org

Job functions:

Working with the IPES-Food secretariat and expert panel (and reporting to the Director of the secretariat), the candidate would support the range of work undertaken by the panel as it amplifies its voice in food and farming debates around the world. Key responsibilities include:

- **Research support.** Conducting desk research (i.e. gathering data and providing synthetic review of literature) to support the development of IPES-Food reports and briefing notes.
- **Project support.** Working with project managers to help advance IPES-Food's advocacy work on key topics, including monitoring policy developments, interacting with partners on behalf of IPES-Food, maintaining databases, and facilitating internal working group calls, in-person panel meetings, and online and in-person convenings, workshops, and webinars.
- **Communications support.** Working with the communications manager in the finalization and production phases of reports to synthesize messages, proofread, develop infographics, prepare social media content, help identify target audiences, and support report launches.

Requirements:

- Minimum 2 years of experience in a policy-related role in food, agriculture or a highly relevant sector (e.g. with an NGO, a scientific organization or public/international institution);
- Master's level qualifications in a relevant field (e.g. Political Science, Development Studies, Environmental Science, Food & agriculture-related topics) or highly relevant professional experience;

- Fluent written and spoken English
- Strong analytical skills, allowing rapid understanding of political processes and contribution to research processes;
- An all-rounder with a high degree of adaptability, and excellent prioritization (sometimes taking on new tasks at short notice);
- A good listener with high attention to detail & ability to write and communicate clearly both in relation to everyday tasks, and in representing the organization to external audiences;
- Able to work autonomously, and to maintain strong working relationships with people/partners from different backgrounds and sectors.

Desirable qualities and skills:

- Good knowledge of food systems issues, sustainable development, and global politics;
- Proficiency/fluency in other languages is a major plus;
- Experience in event organization;
- Proficiency with online information-sharing, conferencing, and communication tools.

Conditions:

- Brussels-based, with possibility to homework from other locations for up to 1 week per month;
- Start date: as soon as possible while respecting notice periods;
- Competitive salary including 13th month, 25 days vacation and other benefits (meal tickets, transport costs);
- Fixed-term contract (CDD) of 12 months with extension foreseen;
- Short-term travel (2-3 times per year) required for panel meetings and key events;

How to apply:

Candidates must send the following documents to contact@ipes-food.org by midnight CET on Thursday February 16 2023 (email header: NAME – staff position 2023):

- CV, 2-page maximum.
- Cover letter, 1-page maximum (font 12, normal margins), explaining, with examples, the candidate's motivation and qualifications for the job.
- List of 3 referees (NB referees would not be contacted until after the interview phase).