

Position: Head of Project & Coordination Cell	Employment Regime: Seconded	
Ref. number: LIBOP26	Location: Tripoli, Libya	Availability: ASAP
Component/Department/Unit: Operations Department/Project & Coordination Cell	Security Clearance Level: EU Confidential	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project & Coordination Cell reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Project & Coordination Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's operational component and unit heads in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with operational component and unit heads and Mission's Finance Office;
- To establish and maintain contacts with International Organisations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and develop project management procedures;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To supervise the Mission's coordination and cooperation activities with local, EU and international counterparts;
- To ensure that the Mission's activities are closely coordinated with all EU and international actors with a view to ensuring mutual awareness, avoiding duplication and achieving a comprehensive approach and coordination in the field of Security Sector Reform;
- To facilitate the interaction between the Mission on one hand and bi-lateral and multilateral actors and national civil society on the other;
- To support the Mission's contribution to the EU regional approach;
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- To supervise the Unit input to the development and regular updating of the Mission Implementation Plan;
- To supervise the Coordination and Cooperation Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify lessons and best practices in his/her respective field of competence;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To follow-up on the efficiency of the small scale projects regarding the international standards and the Libyan legitimate wishes and needs;
- To map other EU instruments, EU Member States and agencies of relevance to the Mission's areas of engagement;
- To monitor the alignment of implemented projects against EU principles of gender mainstreaming, human rights standards and EU Human Rights and Due Diligence policies (HRDDP), in consultation with and supported by the Mission's Human Rights & Gender Advisers;
- Establish and maintain effective and regular liaison, reciprocal and transparent information exchange with EUDEL and UNSMIL;
- To contribute to the development and periodic review of relevant mission Standard Operating Procedures (SOPs).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree AND
- A minimum of 7 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Team management skills;
- Leadership, analytical and problem solving skills;
- Negotiation and risk management skills;
- Project management skills;
- Ability to engage with senior officials, ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

6. Desirable Qualifications and Experience:

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context;
- International experience, particularly in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of and/or experience in working with EU Financial Regulations;
- Knowledge of Arabic is an advantage.