



**EUROPEAN UNION**

DELEGATION TO THE FEDERAL REPUBLIC OF SOMALIA

# **VACANCY ANNOUNCEMENT**

## **PROJECT OFFICER – RULE OF LAW AND SECURITY SECTOR REFORM**

### **LOCAL AGENT GROUP 1**

ref.: DELKEN-02-2023

#### **➤ THE EUROPEAN UNION**

The European Union (EU) is an economic and political union between 27 European States. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations.

Abroad, the EU is represented through more than 140 diplomatic missions, also known as EU Delegations, which have a similar function to that of an embassy.

#### **➤ OFFER**

We look for a Project Officer in the Cooperation Section to work in the Democratic Governance & Security Sector Reform Team under the supervision of a Team Leader. After recruitment, the chosen candidate will occupy a specific Local Agent job as Category 1, for a job description that can evolve according to the needs, for the following:

#### **➤ MAIN OBJECTIVES:**

To support the EU Delegation to the Federal Republic of Somalia in the management of projects, programs and policy dialogue in support of rule of law and security sector reform issues.

#### **• MAIN TASKS:**

- ✓ Support policy dialogue with all relevant ministries, agencies, donors and relevant stakeholders in the sector, including drafting briefings, participating in technical and sectoral meetings, and drafting reports;
  - ✓ Contribute to sector analysis and active follow-up of policy and strategy developments;
  - ✓ Contribute to the programming, identification, formulation, appraisal, implementation and evaluation of projects and programmes in the above mentioned areas;
  - ✓ Manage a portfolio of projects and programmes, including monitoring, reporting on progress (financial and narrative), and proposing corrective actions when needed;
  - ✓ Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.);
  - ✓ Contribute to all aspects of communication and visibility: summarise and disseminate programme results and best practices at conferences and
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events, contribute to the production of publications and social media posts, draft and deliver speeches, etc.

The workplace is Nairobi. We offer a competitive position in a lively and multicultural environment. Full time of 37.5 hours per week (under flexible time regime), and remunerated according to a salary table in shillings, including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

- **DEGREE AND EXPERIENCE REQUIRED**

The candidate must submit:

- ✓ A University Degree in International relations/International law and or Public administration or another related discipline.
  - ✓ At least 5 years relevant working experience with at least 2 years' experience in managing donor-funded programmes, preferably in the areas of justice, security sector reform, capacity development or civil society relations.
- **LANGUAGE QUALIFICATIONS**
    - ✓ English - Proficient user (level C2<sup>1</sup>).
    - ✓ Fluent knowledge of Somali would be an advantage.
  - **COMPUTER SKILLS**
    - ✓ Good knowledge of Microsoft Office™ (Word, Excel, Outlook).
  - **KNOWLEDGE**
    - ✓ A good knowledge of the justice and security sector from a policy and operational perspective will be considered as a strong asset.
    - ✓ A proven experience in the following topics will be considered as a strong asset: Justice sector, rule of law, state building or security sector reform.
    - ✓ Experience in some of the following topics will be an advantage: relation with civil society and local NGOs, gender-based violence prevention, aid coordination.
    - ✓ Proven experience of mainstreaming topics will be an advantage: Gender, Youth, Human Rights/Rights-Based Approaches.
    - ✓ Experience in Somalia including working with government is a strong advantage.
    - ✓ Familiarity with Project Cycle Management and Logical Framework Approach as well as proven prior experience of monitoring and evaluation of projects/programmes is a strong advantage.
    - ✓ Familiarity with budget preparation and management, financial reporting/monitoring and audits is a strong advantage.
    - ✓ Specific knowledge of EU policies and procedures would be an added advantage.
    - ✓ Analytical, drafting and presentation-giving skills are essential.

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<sup>1</sup> European levels of language skills, as provided in *Curriculum Vitae* europass standardized. A self-assessment grid is at the following web address: <https://europa.eu/europass/pt/common-european-framework-reference>

- **PERSONAL SKILLS AND QUALITIES**

- ✓ Excellent level of flexibility to work under pressure and to respond quickly to new demands
- ✓ Excellent ability to perform duties with speed and accuracy without immediate and constant supervision
- ✓ Capacity to analyse and structure information
- ✓ Good communication
- ✓ Public presentation skills
- ✓ Writing and negotiation skills
- ✓ Excellent organizational skills
- ✓ Ability to deal helpfully and courteously with people
- ✓ Knowledge sharing
- ✓ Team Player
- ✓ A high degree of integrity and the ability to deal with confidential information.

- **SPECIFIC PHYSICAL REQUIREMENTS**

- ✓ Long term sitting
- ✓ Frequent travelling by plane to Mogadishu and other regions of Somalia, work in unstable and risky environment with high level of security threats.

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## To APPLY

The applicant must send

- A **Curriculum Vitae** using one of the europass templates, available at:  
<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>  
(Attention: other formats will be reason for rejection of the application!)
- A Motivation **letter**, signed, addressed to the attention of the Head of EU Delegation to the Federal Republic of Somalia
- Scanned version** of:
  - Degree(s)**,
  - Declarations of work**, attesting to the relevant experience,  
(no original received will be returned!)

Until **18/12/2023**.

The applicant must send all documents to the following email address:

[eeasjobs-004@eeas.europa.eu](mailto:eeasjobs-004@eeas.europa.eu)

## OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite the candidate to a written test.

The selected candidate, after a six-month trial period, will be proposed to sign an employment contract in local law for indefinitely duration. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process. As such, all applicants with special needs (*e.g.* people with reduced mobility...) are invited to mention them.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for a monitoring or inspection mission in accordance with EU law.

**Caution:** *The applicant must verify that he/she **fulfils** all the conditions.*

*For easy verification, the applicant must mark all the squares  relating to each document or application condition. The absence of one of these conditions or documents is a reason for the rejection of the application.*

*The Delegation will not communicate any response to the applicant.*

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*Only the applicants admitted to the written tests will be contacted by letter, eventually transmitted by e-mail, which shall arrive before the **29/02/2024**. The absence of contact from our side is a sign of exclusion in the previous step.*

Karin JOHANSSON  
Head of Delegation

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