



EUROPEAN UNION

## **The European Union Delegation to Fiji is looking for an International Coordination Officer – Operations Section**

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

We offer a post of International Coordination Officer in the Operations Section to be responsible for the compilation and availability of information, for monitoring purposes, on the programming, preparation and implementation of bilateral and regional cooperation initiatives, through the provision of assistance to the Head of Cooperation and in close collaboration with programme officers. The selected person will ensure enhanced visibility of the EU's development cooperation in the Pacific, by providing consolidated operational input for external communications.

Detailed functions and duties will include support to the effective supervision of projects, coordinating the monitoring of projects managed by the Delegation, managing projects aimed at providing technical support to partner countries and regional organisations, compiling and maintaining implementation information for the purpose of reporting as well as external communication.

The length of the working week shall not exceed the limits of 40 hours per week. Exceptions may be allowed as required by the service, in accordance with relevant Fiji legislations. The post is a Group I level of the SCE and is a permanent contract after the successfully completion of a 6-month probationary period with a minimum starting basic salary of FJD 3,908 per month.

We offer a competitive progressive carrier in an international environment. Benefits, such as transport allowance, additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

The candidate must have:

- A University diploma and at least three years' professional experience pertinent to the duties to be carried out, preferably in an international environment. Experience of five years or more will be considered an asset.
- Ability to draft clear and concise summaries for both internal and external communication, based on input received from the Delegation's operational sections.
- Clear ability to operate fluently in English (both spoken and written).

The following elements would constitute an advantage:

- Working knowledge of French.
- EXPERIENCE IN project cycle management, including evaluation.
- Previous experience of working in a EU Delegation in a third country.

Please send your written application and supporting documents to [Delegation-Fiji-HOA@eeas.europa.eu](mailto:Delegation-Fiji-HOA@eeas.europa.eu) or to the address below, no later than 12:00 noon on 1<sup>st</sup> May 2014. The package should include a cover letter, a detailed CV, together with copies of your academic certificates and references.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to the above mentioned email address.

**Application for International Coordination Officer  
DELEGATION OF THE EUROPEAN UNION FOR THE PACIFIC  
4<sup>th</sup> Floor, Development Bank Centre  
360 Victoria Parade  
Private Mail Bag, GPO., Suva.**