



**EUROPEAN UNION
DELEGATION IN GUATEMALA**

The Delegation of the EU in Guatemala is seeking to fulfill a temporary vacancy of 11 months.

**TEMPORARY POST OF LOCAL AGENT - GROUP I
COOPERATION TASK MANAGER**

OVERALL PURPOSE:

To carry out, under the supervision of the Head of Cooperation tasks related to a Cooperation Task Manager on governance, notably related to violence prevention and security.

GENERAL PROGRAM AND SPECIFIC PROJECT MANAGEMENT:

- Contribute to the preparation, identification and formulation of projects/programs taking into account other donors interventions; prepare external support missions
- Ensure integration of recommendations received in finalisation of formulation documents
- On-going review of projects/programs, prepare terms of reference for and organise evaluation missions and systematize lessons learnt
- Approval of work plans, elaborate progress reports, follow up on implementation and propose action if and when needed, monitor, audit and evaluate and disseminate results
- Contribute to implementation of projects/programs and follow up of performance indicators to measure their success
- Contribute to the preparation of the budget forecasting in close coordination with Contract and Finance Section

INTER-INSTITUTIONAL RELATIONS:

- Ensure regular dialogue with competent institutions in Guatemala and coordination with Member States and bilateral and multilateral (WB, UN agencies, IADB etc) donors and with civil society
- Prepare the financing proposals in coordination with national authorities
- In regular dialogue with the national institutions in Guatemala and DG DEVCO, contribute to the establishment of priorities and profiles of projects/programs for potential financing

COMMUNICATION AND PUBLICATION:

- Contribute to Delegation reporting; prepare reports to HQ on projects, programs and themes of concern
- Contribute to speeches and periodical reports; produce ad-hoc reporting, briefings and presentations as required
- Ensure adequate visibility to EU supported initiatives and presentation of EU activities to 3rd parties as required

ANALYSIS AND INTELLIGENCE:

- Contribute to analysis and reporting in the field of good governance and violence prevention
- Research on, observe and monitor his/her areas of concern (reports, national and international press, websites, sectorial networks etc.) in order to keep updated and structured information and data-basis on those areas

REQUIREMENTS:

- Formal education which corresponds to completed university studies of at least five years duration attested by a diploma, preferable in one of the following areas: Social Sciences, Political Sciences, International Relations, Sociology, Law or Economy.
- Professional experience of at least five (5) years in the fields of pertinence to the duties to be carried out
- Advanced English level attested by a certificate (full proficiency level CPE, TOEFL, ELASH)
- Excellent drafting skills in English and working level proficiency of Spanish.
- Other languages are an advantage.
- Computer skills, particularly Windows 7 and MS Office 2010.

ADDITIONAL REQUIREMENTS:

- Good analytical skills, drafting skills and capacity to structure complex issues in a summarized manner, set up priorities and translate them into action.
- Capacity to focus on priorities, meet deadlines and respond quickly to new demands.
- Ability to conceptualise problems, identify and implement solutions
- Financial management skills
- Capacity to communicate clearly.
- Teamwork skills and capacity to interact within a multicultural and multilingual environment.
- Sense of initiative and capacity to work independently; high sense of responsibility.
- Ability to work effectively under pressure.
- Flexibility (openness towards new demands)
- Confidentiality.

WE OFFER:

- A multicultural working environment
- Competitive salary
- Benefits by law

APPLICATIONS:

Applications mentioning the reference "**COOPERATION TASK MANAGER**" in the subject line should be sent **in English only** by e-mail to delegation-guatemala-job-box@eeas.europa.eu before 12/01/2015 and contain the following:

- Motivation letter stating the candidate's interest, availability and salary expectation
- Curriculum Vitae
- Scanned copy of the academic certificates
- Scanned copy of DPI (Guatemalans) or residence/work permit (Non-Guatemalans)

Only shortlisted candidates will be contacted for interview and written evaluations.

Visit us at: http://eeas.europa.eu/delegations/guatemala/index_es.htm