



The European Union Delegation to the Federal Republic of Somalia is looking for an **ASSISTANT TO OPERATIONS MANAGEMENT**

We are

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. The EU Delegation to Somalia seeks to contribute to a more prosperous Somalia where the impact of conflict and instability is reduced and the dividend of a more stable environment will allow the Somali people to benefit from EU investments in state functions and in social and productive sectors.

We are looking for

An assistant to the Head of Cooperation to give support in managing and coordinating the EU Somalia Operations specifically in the follow areas:

Responsibilities

Management

- Support to the development and updating of Operations annual strategic priorities and work-plan,
- Support to the Heads of sections in developing and monitoring their specific sector objectives and work-plans
- Establish and follow up of training and mission plans

Reporting and Briefings

- Preparation of management plans and reports to Headquarters as well as other briefings
- Preparation of financial/ contractual forecasts and other reports Preparing country as well as regional and sectoral briefings
- Establish and update together with Program Managers project fact sheets and other briefings
- Supporting in the development of tools for monitoring financial/ contractual performance

Facilitation of coordination structures and processes including meetings

- Facilitating information flow and exchange in Operations and between Operations and other sections/ structures including preparation and documentation of meetings
- Supporting and Facilitating information flow and exchange in external coordination structures and processes (for example EU Development Counsellor group or SDRF/ New Deal meetings) co-chaired by the EU including preparation and documentation of meetings
- Preparing, facilitating and documenting any other meeting, workshop or mission when required

Monitoring and Evaluation

- Development of a Monitoring and Evaluation plan, support contracting and follow-up on implementation
- In close cooperation with the program managers support the development and implementation of other cross-cutting projects such as the TCF

Any other cross-cutting task required by the Head of Cooperation or Head of Delegation

We require

- Post-secondary education diploma ideally in Business Administration, Public Administration and/or Development related field – (preferably a University degree at Bachelor level) - Eligibility.
- At least 5 years' working experience ideally in the field of Business or Public Administration Management and/or in Development Cooperation - Eligibility.
- Working language is English – excellent knowledge is required;
- Knowledge of Somali would be an asset;
- Excellent oral and written presentation skills; Thorough understanding of Excel and Power Point required;
- Ability to work accurately with figures and financial planning;
- Understanding of financial information management systems is an advantage
- Knowledge of the functioning of EU Development Aid is desirable;
- Proven ability to build and maintain positive working relationships with colleagues, national counterparts, donor agencies, other stakeholders and ability to adapt well in a multi-cultural environment;
- Ability to identify needs and constraints, to set priorities and translate them into action; Personal initiative and ability to prioritise, monitor and evaluate progress, and to meet deadlines;
- Open, flexible personality; team player; willingness to work outside office hours and to travel;
- A high degree of integrity and the ability to deal with confidential information is required.

The contract is for a limited period until 31/12/2016 based in Nairobi and funded under a Program Estimate.

The position is open to nationals and residents of Kenya with a **valid work permit (compulsory)**.

How to apply

Please send your motivation letter and detailed CV in the EU FORMAT to

Delegation-Somalia-Recruitment@eeas.europa.eu by **27 November 2015, midnight** and should have in the subject line “**Assistant to Operations Management**”.

Only Short-listed Candidates will be contacted. The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to the provided email address.