



EUROPEAN COMMISSION

Vacancy notice COM/2019/2234 (Status: Published)

HEAD OF COOPERATION - (AD5/AD12)

DEVCO.D.2.DEL.Somalia.002

NAIROBI (Somalia)(Kenya)

COM number: COM/2019/2234

Publication: from 12/09/2019 to 02/10/2019 until 12.00 hours
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: no

Job Properties

| | |
|------------------------------|----------------|
| Job ID: | 248913 |
| Job available from: | 16/10/2019 |
| Management job: | no |
| Budget: | Administration |
| Security clearance required: | yes |

We are

The Directorate-General for International Cooperation and Development is responsible for designing EU development and international cooperation policies and for the implementation of the Commission's external aid instruments.

The Delegation to Somalia consists of approximately 40 staff in charge of the EU's relations and cooperation with Somalia based in both the EU Diplomatic Compound in Mogadishu and at the EU Delegation to Kenya. The Delegation is composed of one Political, Press and Information section; one Cooperation unit comprising three operational sections (around 25 people); one Finance, Contracts and Audit section and one Administration section (the latter two sections are shared with the EU Delegation to Kenya).

EU cooperation in Somalia focusses on rebuilding the state, improving security and stability and reducing poverty. For the programming period 2014-2020, the EU has fully committed EUR 286 million. This was topped up by a new decision in 2017 allocating an additional EUR 200 million through the EU Trust Fund for Africa (EUTF). In addition to the EUR 200 million, Somalia has been allocated a total of EUR 104.5 million from the EUTF.

The current strategy for EU cooperation in Somalia is set across three pillars that together address the root causes of destabilization, forced displacement and irregular migration and contribute and assist Somalis to realise the vision developed in the National Development Plan (NDP). The three pillars are (1) Build effective and sustainable responses to security challenges, (2) Respond to vulnerabilities and create economic opportunities, (3) Build state legitimacy and responsiveness, and democratic governance.

In addition, the EU is a main contributor to the African Union Mission in Somalia (AMISOM), through the African Peace Facility, and Somalia benefits from significant support through regional programmes, the Instrument contributing to Stability and Peace (managed by FPI) and ECHO. Three CSDP missions are operational in Somalia: EUTM-Somalia, EUNAVFOR ATALANTA and EUCAP-Somalia.

The cooperation section is divided into 3 teams: (1) Peacebuilding, democratisation and security sector reform, (2) Resilience, infrastructure and productive sectors, (3) Public sector development and social services.

We propose

The Head of Cooperation is a key position in the EU Delegation to Somalia. She/he will lead the Cooperation Section within the EU Delegation. The Head of Cooperation will manage a team of approximately 25 people and will coordinate the design, formulation and implementation of national and regional development cooperation strategies. She/he will be in charge of managing a challenging portfolio of projects financed by the European Development Fund, the EU Trust Fund for Africa and the EU budget lines in the country and at regional level.

The Head of Cooperation will ensure the initiation, follow-up and coordination of all external aid programmes and projects by planning the activities of the Cooperation Section Unit and allocating tasks and responsibilities to the heads of section / operational sections.

She/he will be responsible for the Human Resources of the operational sections of the Delegation, including the staff appraisal exercise, in close consultation with the Head of Delegation.

She/he will coordinate the dialogue with national and regional authorities on cooperation issues, ensure donor coordination and coherence related to programming and implementing budget support programmes, especially at national level.

The Head of Cooperation should also facilitate the alignment of development aid with the general EU strategy for Somalia and the coordination with other Foreign Policy Instruments, political dialogue, Human Rights promotion, humanitarian aid, etc.

Given the increasing importance of Security - Development nexus under the EU Horn of Africa Action Plan, the Head of Cooperation will need to ensure a comprehensive approach to security through all EU instruments and tools. It will also be important to develop a strong dialogue and coordination approach with Member States in particular in view of possible joint programming, with the Political Section of the Delegation and Headquarters.

She/he will also be in charge of analysing medium-term challenges, defining of priorities, co-ordinating reporting on external assistance issues (EAMR) and coordinating with the head of the Finance, Contracts and Audit section.

She/he will be required to assume the responsibilities of financial actor within DG DEVCO's applicable financial circuit, sign secondary commitments and contracts following a sub-delegation of powers of authorising officer and carry out this subdelegation also in case of absence of the Head of Delegation.

In the absence of the Head of Delegation and of the Head of the Political section, she/he may be Chargé d'Affaires a.i.

The posting is currently for four years (this is subject to modification depending on the evolution of the living conditions).

The position is based in Nairobi, with frequent missions to Somalia. The jobholder will be expected to spend a significant number of working days in Somalia. This post may be transferred to the EU Diplomatoc Compound in Moghadishu during the time of duty.

We look for

Job holder profile (We look for)

The successful candidate will have the following profile and qualities:

- **GENERAL SKILLS AND COMPETENCIES:**

- o A strong ability to think strategically and an in-depth knowledge of the EU's development cooperation and External Relations Policies.
- o Capacity to analyse the development policies in the recipient country and formulate strategic proposals for EU response.
- o Excellent organisational skills and the ability to manage and coordinate a multicultural team efficiently even under challenging circumstances.
- o Excellent oral and written communication skills, allowing for effective communication with all counterparts, partner and beneficiary countries.
- o Capacity to establish solid working relations and negotiate at high level with national authorities, Member states and other donors.

- **EXPERIENCE IN SPECIFIC AREAS OF EXPERTISE:**

- o Very good knowledge of EU policies in particular those relevant to the operational sectors covered by the Delegation.
- o Very good knowledge of financial procedures and project cycle management related to the implementation of development cooperation, including evaluation.

- **THE FOLLOWING ELEMENTS WOULD CONSTITUTE AN ADVANTAGE:**

- o A previous team management experience in Headquarters or Delegation (minimum at head of sector/section level or equivalent).
- o Previous experience of working with EDF/DCI rules and procedures.
- o Experience in Budget Support.

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Recruitment policy

Who else other than officials with a type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12) can apply for this job?

Officials whose type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If she/he is selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AD with grades AD5 to AD12 can apply for this job.

Applications from officials currently serving in a Delegation who are not included in the current rotation list are not, in principle, eligible and will only be considered in the interest of the service.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any point in their careers. However, candidates should note that, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency receiving the transfer request.

At any stage of the procedure the selection process can be terminated and the post filled by a transfer (Art. 7 Staff Regulations).

A posting to a Delegation is normally for maximum 4 years. Considering current living conditions, the proposed post in Somalia Delegation, located in Nairobi (Kenya) is a 4 years assignment. After 2 successive postings, officials must return to Headquarters. Derogations to these rules are exceptional and are only granted in the interest of the service. No derogation may lead to a consecutive period of service in Delegation of more than 12 years.

It is in the interest of the service to ensure that staff members in Delegations are able to complete full postings before reaching the age of retirement.

Applicants must be able to work in a different socio-cultural environment and adapt quickly to evolving situations. Candidates are deemed to be fully aware of the local living conditions (including the accommodation and schooling conditions), the provisions of Annex X of the Staff Regulations, and security provisions (including security clearance). Individual post reports are available at <http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26853> or from EEAS BA.HR.3.

The appointment will be made in line with a policy of equal opportunities and is subject to prior favourable opinion of the Medical Service.

Officials who simultaneously apply for several posts must send a separate application for each post.

Commission officials should apply via the on-line application modality in Sysper (use the "apply for this job" button). All other candidates (other institutions) should send their CV and motivation letter (including document certifying their status and grade) to "HR AMC J30 VACANCY NOTICES" (HR-AMC-J30-VACANCY-NOTICES@ec.europa.eu) before the deadline, indicating in the "subject" field the COM vacancy number and the country of assignment.

For information related to Data Protection, please see the Specific Privacy Statement.

Contacts

| Name | Phone number | Email |
|----------------|---------------|--|
| Hans STAUSBOLL | (32) 22991681 | hans.stausboll@ec.europa.eu |

How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-AMC-J30-VACANCY-NOTICES@ec.europa.eu

Closing date

The closing date for registration is 02/10/2019. Registration will not be possible after 12:00 noon Brussels time.

Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?In=en>



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version248913 in *DEVCO.D.2.DEL.Somalia.002*
Valid from20/08/2019until

Job Profile

Position

ADMINISTRATOR - TEAM LEADER

Job title

Head of Cooperation

Domains**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain**Specific domain****Job Family**

Team Coordination

Sensitive job

No

Overall purpose

To contribute to the conception, elaboration and implementation of development cooperation strategies and programmes; to manage the operations section(s); to assist the Head of Delegation in the representation of the Commission regarding development cooperation matters and in the overall management of the Delegation.

Functions and duties

+ (BUSINESS) MANAGEMENT and PLANNING - Management of the operations section(s)

- *Ensure the initiation, follow-up and co-ordination of all external aid programmes and projects by planning the activities of the operations sections and allocating tasks and responsibilities to the heads of section / operations section(s).*
- *Maintain an overview of the phases of the operations cycle in relation to devolved programmes. Ensure adequate risk monitoring by identifying, assessing, reporting and managing the risks specific to the activities under the operations section(s)' responsibility.*
- *Monitor and control the operations section(s)' performance, respect of the priorities and fulfilment of their objectives, bringing significant problems to the immediate attention of the Head of Delegation and relevant Directorate in DG DEVCO.*
- *Ensure that the Head of Delegation is fully briefed on aid management issues. Fulfil the responsibilities of acting Head of Delegation, as required.*
- *Quality-check and endorse, if applicable, according to the functions of the regionalized Delegations, drafts of annual programming and workplan documents as well as officials correspondence and reports from regionalized Delegations in operational matters.*

+ HUMAN RESOURCE MANAGEMENT - Management of personnel of the operations' sections

- *Contribute to the drafting of job descriptions and assist the Head of Delegation in the recruitment process for contract agents and local agents in the Operations section(s)*
- *Whenever required, act as Reporting Officer by Delegation (ROD) for the appraisal of contract agents in the operations section(s) as well as assist the Head of Delegation in preparing the appraisal reports for local agents in the operations section(s).*
- *Whenever required, give an opinion on requests regarding personnel administration, i.e. leave, work patterns (e.g. part-time work), ethics matters (e.g. external activities), training etc.*
- *Maintain interactive communication with staff in the operations section(s), so that staff are informed on all relevant policy and strategic aspects affecting the cooperation work and get appropriate feedback on their actions. Identify training needs of operations section staff.*
- *Supervise and provide guidance to members of the operations section(s), when necessary, in the area of their respective competence. Inspire and actively support members of the operations section(s) towards the accomplishment of their missions through effective professional and human advice and coaching.*
- *Motivate staff, create a good team spirit and create an environment in which each member of staff feels appreciated.*

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- *Conduct policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern, and in particular for areas relevant to budget support operations.*
- *Contribute to sector analysis and to the definition of sector strategies for the EU, for the key sectors of intervention in the country, in close coordination with other sections in the Delegation where relevant (political, trade etc.).*

+ POLICY DEVELOPMENT - Policy Definition aid programming

- *Coordinate the process of preparing country strategy papers (where applicable) and programming reviews, in particular regarding the policy agenda of the host country [and regionalised Delegations], the analysis of the medium-term challenges and the definition of priorities and preparation of multiannual programming.*
- *[Contribute to the process of preparing regional strategy papers (where applicable) and programming reviews, in particular regarding the policy agenda of the region, the analysis of the medium-term challenges and the definition of priorities and preparation of multiannual programming].*

+ POLICY DEVELOPMENT - Coordination of sectoral reporting by Head of Cooperation

- *Co-ordinate all reporting on external assistance matters produced by the Delegation, in particular the External Assistance Management Report (EAMR) in close co-operation with the Head of Contracts and Finance section.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Coordination and harmonisation with other donors

- Where applicable, lead the joint programming process with other EU Member States.
- Contribute to the conception and follow-up local implementation of the harmonisation of aid policies and procedures with EU Member States.
- Ensure effective operational coordination with Member States, including informing Headquarters about Member State policies and programmes, and be responsible for on-the-spot aid coordination.
- Participate in donor assistance group meetings and act as a focal point for overall coordination with the World Bank, IMF, UN agencies, EIB, etc.
- Give presentations on EU activities; represent the EU Delegation in forums relevant to development cooperation activities. Contribute to increasing the visibility of the actions/programmes financed by the EU.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management by Head of Cooperation

- Coordinate the contribution of operations section(s) to the programming process and ensure quality and coherence.
- Give quality support to operations section(s) on the coherence of programmes with sector policies, on the terms of key programme identification and feasibility studies, on annual action programmes and on the terms of major calls for project implementation tenders.
- Represent the EU in Steering Committee meetings / Management Boards for key EU-funded programmes or ensure adequate representation by staff from the operations section(s).
- According to Headquarters' instructions and sub-delegation of the powers of authorising officer, sign secondary commitments and contracts financed from operational budget lines.
- In accordance with a sub-delegation of powers of authorising officer to this effect, carry out the sub-delegation also in case of absence of the Head of Delegation, irrespective of the general deputising arrangement.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT, ECONOMICS

Job-Related experience: at least 5 years

Qualifier: essential

Job-Related experience in the fields of economic and/or development cooperation. Experience in financial and contract management is an advantage. Experience in an EU Delegation is an advantage.

Languages

| | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|--------------------|-------------------|---------|
| English | C1 | C1 | C1 | C1 | C1 |
| French | B2 | B2 | B2 | B2 | B2 |

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
FINANCIAL and BUDGETARY MANAGEMENT
PROCUREMENT and CONTRACT MANAGEMENT
CONTRACT MANAGEMENT
- *POLICY*
- *(BUSINESS) MANAGEMENT and PLANNING*
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid
EUROPEAN DEVELOPMENT FUND (EDF)

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to chair meetings
Negotiation skills
- *Delivering Quality and Results*
Capacity to act upon problems
- *Prioritising and Organising*
Coordination skills
Planning capacity
- *Resilience*
Stress resistance
- *Leadership*
Ability to lead a team
Capacity to plan and manage resources
Managerial communication skills

Job Environment

Organisational entity

Type: Delegation / Representation

Size: more than 25

Gender balance (within the entity): balanced team

Comments:

Under the general management of the Head of Delegation, the Somalia Delegation is based in the EU Diplomatic Compound in Mogadishu and at the EU Delegation to Kenya. The Development Cooperation part of the Delegation to Somalia, under the management of the Head of Cooperation, is composed of 3 teams (Democratization, Infrastructure and Public Sector) and comprised 26 members.

Presentation of the entity:

The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments

Job related issues

Atypical working hours

Specialised Job

Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

Comments:

The Position is based in Nairobi, with frequent missions to Somalia. The jobholder will be expected to spend a significant number of working days in Somalia. This post may be transferred to the EU Diplomatic Compound in Mogadishu during the time of duty.

Workplace, health & safety related issues

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments: