

Position Name: Head of Coordination Unit	Employment Regime: Seconded	
Ref. Number: MA 98	Location: Bamako	Availability: 01 July 2020
Component/Department/Unit: Deputy Head of Mission/ Operations/Coordination	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: No

1. Reporting Line

The Head of Coordination Unit reports to the Head of Operations.

2. Main Tasks and Responsibilities

- To lead, direct and manage the work and staff of the Coordination Unit, in accordance with the OPLAN and relevant planning documents;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress, including the updating of the MIP and benchmarking in the relevant Line of Operation;
- To ensure, at operational level, co-ordination with other relevant operational Units within the Mission;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act, as appropriate, as the representative of the Unit in contacts with external interlocutors;
- To ensure compliance with instruction/direction from Mission management and to issue clear instructions to the members of the Unit;
- To identify best practice and lessons identified/learned within the field of responsibility;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- To oversee the mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission's mandate;
- To supervise the Mission's coordination activities with local, EU and international counterparts;
- In close liaison with the Chief of Staff office, to ensure that Mission's operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission's mandate and advise on the consistency, complementarity and sustainability of Mission's activities with other international initiatives;
- To supervise the design and establishment of local coordination mechanisms, and represent the Mission in these mechanisms, together with Operational representatives if applicable;
- To supervise the Coordination Unit's input to the development and regular updating of the Mission Implementation Plan;
- To supervise the Coordination Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To contribute to the induction of Mission's personnel as required;
- To facilitate the interaction between the Mission members on one hand and bilateral and multilateral actors on the other, in their respective areas of expertise and activity;

- To support the Mission's contribution to the EU regional approach notably by providing information on the state of play of activities implemented by the international actors in support of the Malian ISF, through the Sahel Regional Action Coordination Adviser;
- To contribute to Mission's external reporting;
- To develop guidelines to ensure coherence and coordination of Mission's contacts with international actors.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree; **AND**
- After having fulfilled the education requirements, a minimum of 7 years of relevant professional experience, out of which a minimum 3 years at management level.

5. Essential Knowledge, Skills and Abilities

- Knowledge of EU structures, in particular its funding instruments;
- Knowledge of international donors in the Security Sector Reform domain;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum B1 level (Independent User);
- English language skills: minimum B1 level (Independent User).

6. Desirable Qualifications and Experience

- Knowledge and experience of leading multi-thematic and multi-layered programmes related to Security Sector/RoL reform process;
- Experience in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

7. Desirable Knowledge, Skills and Abilities

- Ability to engage with senior officials/governmental level decision makers.