

<b>Position Name:</b> Project Cell Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. number:</b> PRU 06	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Planning and Reporting Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Project Cell Coordinator reports to the Head of Planning and Reporting Unit.

### 2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Project Cell's tasks in accordance with the OPLAN and relevant planning documents;
- To ensure that project proposals and Quick Impact Projects (QIPs) are properly coordinated within the Mission as well as with external stakeholders;
- To assist the Mission's Heads of operational sections in project planning and development and co-ordinate the implementation of the Mission's projects with other stakeholders;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects in co-operation with Heads of Operational Sections and the relevant units at the Mission Support Department;
- In close coordination with the Operational Sections, to establish and maintain contacts with EU Delegations, EU Member states, International Organisations and NGOs to identify potential project partners and funding;
- To develop the Mission's Projects Database and to maintain a record of the Mission's project history and ongoing activities in order to ensure transparency and compliance with EU regulations;
- To coordinate with reporting and M&E Officers
- Upon project completion, to ensure that post-project reporting and evaluation have been completed;
- To maintain and where necessary review and update project management procedures;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To undertake any other related tasks as requested by the Line Manager(s).

### 3. Mission Specific Tasks and Responsibilities:

- Manage and oversee the daily tasks and activities of the interpreters/translators

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 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. Bachelor's degree OR equivalent and attested police or/and military education or training or an award of an

equivalent rank. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Sciences or Business Administration AND

- A minimum of 6 years of relevant professional experience, including experience in planning, implementation and evaluation of projects (such as development cooperation), out of which a minimum 3 years of experience at management level, after having fulfilled the education requirements.

#### **5. Essential Knowledge, Skills and Abilities:**

- Team management skills;
- Leadership and problem solving skills;
- Negotiation and risk management skills;
- Project management skills.

#### **6. Desirable Qualifications and Experience:**

- Project management qualification, such as APM, PPM, PRINCE2, or equivalent;
- Experience in Security Sector/RoL reform in a national or host state context.

#### **7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of and/or experience in working with EU Financial Regulations;
- Arabic Knowledge