

<b>Position Name:</b> Project Management Officer	<b>Employment Regime:</b> Seconded/Contracted	<b>Post Category for Contracted:</b> Mission Support – Management Level (MSML)
<b>Ref. Number:</b> NI 79 NI 77*	<b>Location:</b> Niamey	<b>Availability:</b> 15 May 2021
<b>Component/Department/Unit:</b> Operations Department/ Project Cell Unit	<b>Security Clearance Level:</b> EU RESTRICTED	<b>Open to Invited Third States:</b> Yes

### 1. Reporting Line:

The Project Management Officer reports to the Head of Project Cell.

### 2. Main Tasks and Responsibilities:

- To assist in project planning and development and co-ordinate the implementation of the Mission's projects;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To carry out procurement and contracting processes for all mission projects;
- To advise project leaders (within the Mission's operational components) in preparing project documents, such as project proposals, project budgets, notes of understanding, project agreements, etc.;
- To ensure that project proposals are in line with the Mission's programmes and are properly coordinated within the Mission and with external stakeholders;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain a record of the Mission's project history and ongoing activities;
- To conduct, upon project completion, post-project reporting and evaluation;
- To develop best practices on project management, make training recommendations and record lessons identified/learned;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement action.

### 3. General Tasks and Responsibilities:

- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;
- To undertake any other related tasks, as requested by the Line Manager(s).

### 4. Essential Qualification 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 first 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 **AND**
- A minimum of 4 years of professional experience, in the field of planning, implementation and evaluation of projects, after having fulfilled the education requirements.

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

- Project management skills;
- Teamwork capabilities;
- French language skills: minimum level B1 (Independent User);
- English language skills: minimum level B1 (Independent User).

**6. Desirable Qualifications and Experience:**

- University and/or Master's Degree in project management or other related field;
- Project management training, such as APM, PPM, PRINCE2, or equivalent.

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

- Familiarity with the EU Financial Regulations;
- Familiarity with the EU procurements procedures;
- Highly resilient under mental pressure and willingness to work extra hours, when required.