

Position Name: Project Works and Services Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff - Management Level (MSML)
Ref. Number: MA 128	Location: Bamako	Availability: As soon as possible
Component/Department/Unit: CoS Office/Projects Unit	Level of Security Clearance: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Project Works and Services Officer reports to the Head of Project Unit.

2. Main Tasks and Responsibilities :

- Provides input and support to the Project Cell for the planning and the implementation of projects with a particular focus on works and services;
- Under the supervision of the head of the project unit, manages the projects works and services contracts and coordinates the logistics related to the contracts' implementation, according to the operational planning;
- Monitors milestones and takes corrective actions to assure the respect of the deadlines of scheduled activities for each project in the area of services and works;
- Supports the project identification phase by providing technical advice on computer and information technology and engineering projects to project initiators;
- Performs market research, develops terms of reference for services and any other document that is relevant and part of the procurement dossier for tenders;
- Prepares the technical specifications for works and any other document that is relevant and part of the procurement file for tenders
- Follows up on contracts status, prepares and regularly updates all related documents on contract status and in coordination with the head of the project unit informs other Mission's departments about the progress acquired ;
- Monitors projects' implementation including through site visits and exchanges with contractors and suppliers to ensure timely delivery of works and services and evaluates progress
- Ensures that all contract related expenditures are documented in compliance with the Regulation on the financial rules applicable to the general budget of the Union (Financial Regulation);
- Manages the works and services acceptance and the handover to beneficiaries, including preparing all relative documents and certificates;
- Monitors the projects works liabilities during all the relative periods;
- 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 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;
- To liaise with the Mission's international partners in close coordination with the Mission's Coordination and Cooperation capability;

3. General Tasks and Responsibilities:

- To contribute to mission reporting in the area of competence;
- To support and contribute to the identification of lessons learnt and best practices in the area of competence;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To perform any other tasks assigned by the line manager.

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; 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:

- Teamwork capabilities;
- Time management skills;
- Problem solving skills;
- Project management skills;
- French language skills: minimum B1/B2 level (Independent User);
- English language skills: minimum B1/B2 level (Independent User).

6. Desirable Qualifications and Experience

- Engineering, contract management or project management experience, is desirable;
- Experience in conception or supervision of construction works in public or private sector, is desirable;
- Experience in ICT projects (LAN, WAN), is desirable;
- International experience, particularly in crisis areas with multi-national and international organisations, is desirable.

7. Desirable Knowledge, Skills and Abilities

- Familiarity with the EU Financial Regulations;
- Good knowledge of MS Office (Excel, Word, Power Point);
- Knowledge of Microsoft Project is desirable;
- Knowledge of the Logical Framework and other planning tools;