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| <b>Position Name:</b><br>Cooperation Adviser   | <b>Employment Regime:</b><br>Seconded      |   |
| <b>Ref. Number:</b><br>NI 17   | <b>Location:</b><br>Niamey                 | <b>Availability:</b><br>As soon as possible     |
| <b>Component/Department/Unit:</b><br>Chief of Staff Department/<br>International Coordination Unit | <b>Security Clearance Level:</b> EU SECRET | <b>Open to Contributing Third States:</b><br>No |

### 1. Reporting Line:

The Cooperation Adviser reports to the Head of International Coordination Unit.

### 2. Main Tasks and Responsibilities:

- To contribute to facilitating coordination and cooperation of current activities of bilateral and multilateral co-operation in the fight against terrorism, organised crime and irregular migration;
- To contribute to the coordination and complementarity of technical and financial support of the international community in Niger;
- To facilitate Mission's steering committee and technical level coordination meetings, namely through the dedicated coordination mechanism which has a dedicated Secretariat located within the Prime Minister's office;
- To facilitate the provision of Mission technical expertise to other European actors in the identification and development of new programmes within the area of expertise of the Mission;
- To facilitate international assistance in response of training and capacity building requirements within the area of expertise of the Mission;
- To help to define and elaborate projects to support capacity building of Nigerien authorities within the area of expertise of the Mission;
- To register and archive documents in accordance with the Mission Document Management;
- To liaise and contribute to effective coordination with other CSDP Missions in the Sahel.

### 3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

### 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 first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** police or military equivalent education or training or equivalent rank; **AND**
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

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

- French language skills: minimum level B1 (independent User);

- English language skills level: minimum B1 (Independent User);
- Ability to mentor and motivate local counterparts.

**6. Desirable Qualifications and Experience:**

- Experience of with European Institutions and/or an international operation/Mission in the field of international coordination;
- Experience in management of multi-donor coordination and/or programmes;
- Experience in project management, including budgeting and financial implementation;
- Experience of networking and liaising at ministerial level;
- Experience of capacity building of national authorities in the area of cooperation;
- Experience in operating in a complex, crisis management and/or hostile environments with seconded civilian and/or military staff.

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

- Interpersonal skills, ability to engage with senior officials,
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Highly resilient under mental pressure and willingness to work extra hours when required.