

<b>Position Name:</b> Head of International Coordination Unit	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> NI 15	<b>Location:</b> Niamey	<b>Availability:</b> ASAP*
<b>Component/Department/Unit:</b> Operations Department/ International Coordination Unit	<b>Security Clearance Level:</b> EU SECRET	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Head of Coordination and Cooperation reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Coordination and Cooperation Unit, in accordance with the Mission Operation Plan (OPLAN) and relevant planning documents;
- To supervise the Coordination and Cooperation Unit input to the development and regular updating of the Mission Implementation Plan;
- To oversee mapping, assessment and review of bilateral and multilateral assistance in the areas covered by the Mission mandate;
- To supervise the Mission coordination and cooperation activities with local, EU and international counterparts;
- To ensure that Mission operational activities are coordinated with other local, EU and international actors to avoid duplication in the areas covered by the Mission mandate and advise on the consistency, complementarity and sustainability of Mission activities with other international initiatives;
- To support the Mission contribution to the EU regional approach;
- To contribute to the establishment of local coordination mechanisms and represent the Mission and other Operational representatives as required;
- To supervise the Coordination and Cooperation Unit contribution to the Mission internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission operational activities and to provide recommendations for the improvement of Mission performance;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

### 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 respective 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 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 OR equivalent and attested police and/or military education or training or an award of an equivalent rank; AND

- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

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

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers;
- Knowledge international donors and funding instruments;
- Knowledge in operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- French language skills: minimum B2 (Independent User);
- English language skills: minimum B2 (Independent User).

**6. Desirable Qualifications and Experience:**

- Experience of leading multi-thematic and multi-layered programs related to Security Sector/RoL reform process;
- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- International experience, particularly in crisis areas with multinational and international organisations.

**7. Desirable Knowledge, Skills and Abilities: N/A**