

<b>Position Name:</b> Project Cell Coordinator	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> PRE 03	<b>Location:</b> Ramallah	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Planning, Evaluation and Reporting	<b>Security Clearance Level:</b> EU Confidential	<b>Open to Contributing Third States:</b> Yes

### 1. Reporting Line:

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

### 2. Main Tasks and Responsibilities:

- To coordinate the work of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To ensure project proposals are coordinated within the Mission and external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance Unit and operational elements;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners and funding together with the Mission Coordination and Cooperation Capability, as applicable;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluations;
- To ensure transparency and compliance with EU rules and regulations;
- To develop and maintain project management procedures;
- To identify, manage and report risks arising from the implementation of processes, systems, and projects;
- To ensure gender and human rights mainstreaming internally and externally in project development and execution;

### 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 4 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 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;

- Project management skills;
- Language skills (as applicable).

**6. Desirable Qualifications and Experience:**

- International experience, particularly in crisis areas with multinational and international organisations.

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