

<b>Position Name:</b> Senior Coordination and Cooperation Officer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> MA 106	<b>Location:</b> Mali - Bamako	<b>Availability:</b> As soon as possible
<b>Component/Department/Unit:</b> Chief of Staff/Coordination Office	<b>Security Clearance Level:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line

The Senior Coordination and Cooperation Officer reports to the Chief of Staff.

### 2. Main Tasks and Responsibilities

- To facilitate the interaction between the Mission members on one hand and bilateral and multilateral actors on the other, in their respective areas of expertise and activity;
- To lead, direct and manage the work and staff of the Coordination Office, in accordance with the OPLAN and relevant planning documents;
- To support the Mission's contribution to the EU integrated approach by ensuring close coordination, dialogue and appropriate cooperation with all EU actors, including by taking part in EU coordination and relevant Team Europe Initiative meetings;
- To ensure that the Mission is able to take strategic decisions optimizing its impact, including by ensuring that the Mission has an overview of relevant national strategies and plans for coordination of technical and financial partners, following other activities and dynamics of technical and financial partners in sectors relevant to the Mission;
- To ensure that the Mission understands and takes into consideration the roles and mandates of other international institutions and seeks complementarities and synergies as appropriate;
- To ensure that the Mission is represented in relevant coordination fora, such as the *Instance de Coordination au Mali sur la sécurité intérieure*, the *Groupe exécutif de Coopération*, and relevant working groups;
- To ensure that the Mission lifts its role as co-chair of the thematic dialogue group on internal security;
- To support the Mission's contribution to the EU regional approach notably by providing information on the state of play of activities implemented by the international actors in support of the Malian ISF;
- To ensure coherence and coordination of Mission's contacts with international actors;
- To conduct missions in-country and in the region, as required;
- To supervise the input of the Coordination office to the development and regular updating of the Mission Implementation Plan;
- To supervise the contribution of the Coordination Office to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's operational activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To contribute to the induction of Mission's personnel as required.

### 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; **AND**
- After having fulfilled the education requirements, a minimum of **6** years of relevant professional experience, out of which a minimum 3 years at management level.

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

- Knowledge of EU and UN structures, in particular its funding instruments;
- Knowledge of international donors in the Security Sector Reform domain;
- Ability to mentor and motivate staff;
- Ability to manage and coordinate a diversified team;
- French language skills: minimum level B1/B2 (Independent User);
- English language skills: minimum level B1/B2 (Independent User).

#### **6. Desirable Qualifications and Experience**

- Knowledge and experience of leading multi-thematic and multi-layered programmes related to Security Sector/Rule of Law reform process;
- Experience in coordination, international cooperation, operational analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's Degree in international relations, management, business administration or other related subjects, or international/national certificate/diploma in management/leadership.

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

- Ability to engage with senior officials/governmental level decision makers.
- Ability to tailor communications to the audience; diplomatic tact and protocol.