

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: UAC 040	Location: Kyiv	Availability: 05 Dec 2023
Component/Department/Unit: Chief of Staff Office/Project Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project Cell reports to the Chief of Staff (CoS).

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Project Cell in accordance with the Mission's Operation Plan (OPLAN) and other relevant planning documents;
- To ensure project proposals are coordinated within the Mission, as well as with 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 their feasibility and sustainability in cooperation with the Finance Unit, Procurement Unit, operational elements and all Heads of Unit;
- To establish and maintain contacts with international organisations and non-governmental organisations to identify potential project partners and funding together with the Mission Coordination, 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 implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy towards 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 6 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.

6. Desirable Qualifications and Experience:

- Experience related to planning and implementation of capacity building projects for civilian law enforcement agencies;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU financial regulations.