

REFERENCE (REF.534 Project Coordinator in the field)

The Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (hereinafter FIIAPP), is seeking to recruit a Project coordinator in the field to manage the Delegated Cooperation project *Support for Civil Society in Angolan Local Government (PASCAL)*.

The project, which is in its initial phase, has an implementation period of around 42 months. The place of work and residence will be in Luanda (Angola).

This call for applications will take into account the principle of equal treatment between women and men with regard to access to employment, in accordance with Article 14 of the Spanish Constitution, Organic Law 3/2007, of 22 March and the Council of Ministers Agreement of 20 November 2015, which approves the Second Plan for Equality Between Women and Men in the General Administration of the State and in its Public Bodies.

FUNCTIONS OF THE POSITION

- ✓ Institutional, technical and specific coordination of the components related to participatory governance and strengthening the capacities of the actors.
- ✓ Coordination with the project team at FIIAPP headquarters and with the management of the Public Administration and Social Affairs Area.
- ✓ Coordination of the project team in Angola.
- ✓ Coordination with partners to ensure the effective implementation of the project.
- ✓ Liaison with the European Union Delegation in Angola.
- ✓ Representing the project in Angola.
- ✓ Together with the Madrid team, strategic team orientation and project planning to ensure coherence, efficiency and effectiveness.
- ✓ Supervision, coordination and orientation of all project activities.
- ✓ General monitoring of M&E and of project budget.
- ✓ Preparation and coordination of governance instruments and spaces (technical and steering committees, and other monitoring and decision-making spaces).
- ✓ Preparation of technical reports and supervision of financial reports.
- ✓ Preparation and supervision of final reports and orderly closure of the project.
- ✓ Support for setting up the office and the services necessary to implement the project in Angola.
- ✓ Supervision over contracting necessary services.
- ✓ Supervision of contracts, technical assistance, budget execution, audits and the project's general communication.
- ✓ Support for the administrative, financial and logistical tasks undertaken by the team.
- ✓ Communication with local and regional actors and acting as the project's visible representative.

REQUIREMENTS (All the requirements must be accomplished in order to evaluate the candidacy)

- Higher University Degree.
- Professional experience of at least 7 years in international cooperation.
- Professional experience of at least 4 years in coordination of projects and/or management of teams.
- Professional experience of at least 3 years in Africa.
- Experience of at least 3 years in managing at least one of the following: decentralisation/institutional reform projects or policies, participatory process, local capacity building, strengthening civil society or promoting the participation of women in policy-making.
- Portuguese level B2.
- English level B2.
- Spanish level B1.
- Good command of Office, especially Excel and databases.
- Availability to travel internationally.
- Immediate incorporation and work permit in Spain as an employee.
- Not having been laid off or dismissed due to disciplinary sanction from serving in FIIAPP, or from any other job at the service of public administrations, public bodies and their related or dependent organisations, national or foreign, either as a civil servant or part of the workforce; nor be absolutely or specially disqualified for jobs or public positions by judicial decision either in Spain or abroad.

MERITS (see the scale of merits in the attached table):

- Specialised training in matters related to the project (international cooperation, local or national public administration, citizen participation processes, gender equality). **(CV)**
- Professional experience in managing EU-funded projects. **(CV)**
- Experience in managing Delegated Cooperation projects. **(CV)**
- Previous professional experience in Angola and knowledge of the local context. **(CV)**
- Experience in Spanish public procurement and/or tendering. **(CV)**
- Higher level of the language requirements **(CV + PROOF)**

- Specific knowledge related to the functions described to perform the position. **(PROOF)**.
- General alignment with the position profile, especially valuing the ability for interpersonal relations at all levels, the ability to work in a team, the ability to plan and organise and matching the skills and profile relating to the job **(INTERVIEW)**.

Those interested in submitting their candidacy must submit the following documentation:

- **Curriculum Vitae**
- **Form FILLED IN** with the requirements/merits and the data protection clause. This form is published, together with this document, on the FIIAPP website. It must be downloaded, saved on your computer and filled in, to later be sent, following the instructions contained in the form itself. Filling in the form online from the FIIAPP website is not enabled.
- **Official language certificates**, in order to assess any exemption from having to take the language test, if summoned to carry out this phase.
- **Updated Employment History** (no more than 3 months from the date of publication of this call)

The requirements and merits required for this call for applications must be clearly indicated on the CV and on the application form, so that they can be accredited and assessed. Both documents must be sent to the email address seleccionrrhh@fiiapp.es, or to the FIIAPP headquarters, Calle Beatriz de Bobadilla, 18 (RRHH), Madrid 28040, indicating the reference number of the selection process.

Failure to submit all the documents in due time and form will be grounds for exclusion from the selection process.

Once the deadline for submission of candidatures has expired, an identification code will be assigned to each candidate that will be communicated by email and this will serve as a reference for queries, process execution, etc.

The selection process will have different phases:

- Curriculum screening-fulfilment of requirements phase
- Merits assessment phase. Depending on the number of applications that pass the previous phase, the Selection Board may establish a cut-off system to determine the number of applications that will be summoned in the next phase.
- Testing phase: test/s of languages, knowledge and skills, Excel.
- Interview phase: whose purpose is to assess the general suitability and skills alignment of the profile vis-à-vis the position and the Organisation.

The day after the position is awarded, the identification code of the successful candidate will be published on the FIIAPP website, together with the reference offer and, if there is a waiting list, the identification codes of the members thereof, ordered by score.

Any candidate who deems it appropriate will have 10 business days following the day after the publication of the award to file a complaint against the selection process, which may be sent by email to the address rrhh@fiiapp.es. The Human Resources Department, together with the General Secretariat, will provide a reasoned response to any complaints presented.

The deadline for receiving applications is **25th October 2021**.



The salary for this position is set at a remuneration around a range 105.00 - 115.000 € gross per year.

The calibre of the candidacy and the particular conditions of the posting will be taken into account. In order to cover other needs with a profile similar to that of this call, if the waiting list is used, the salary band will be determined according to the specific position and project in question.

To obtain information regarding the contracting conditions, you can contact the FIIAPP Human Resources Department via email seleccionrrh@fiapp.es

Merits	Scoring	Maximum Score
Specialised training in matters related to the project (international cooperation, local or national public administration, citizen participation processes, gender equality).	CV 8 points courses/masters more than 500 hours 5 points courses of up to 500 hours 2 points courses up to 200 hours 1 point courses up to 100 hours 0.5 courses up to 50 hours	8 points
Professional experience in managing EU-funded projects	CV (0.20 pts./month worked)	5 points
Experience in managing Delegated Cooperation projects.	CV (0.20 pts./month worked)	5 points
Previous professional experience in Angola and knowledge of the local context.	CV (0.20 pts/month worked)	5 points
Experience in Spanish public procurement and/or tendering.	CV (0.20 pts/month worked)	5 points
Portuguese C1 English C1. Spanish B2.	CV + PROOF C1 5 pts B2 2 pts	12 points
Specific knowledge related to the functions described to perform the position.	Test	20 points
General alignment of the personal and professional profile to the position offered.	Interview	40 points
Assessment	TOTAL	100