

## JOB OFFER ADVERTISEMENT FOR

### INTERNATIONAL PROJECT COORDINATOR TO PROVIDE SERVICES FOR THE EUROPEAN UNION (EU) FUNDED PROJECT “SUPPORT TO CIVIL SOCIETY IN LOCAL GOVERNANCE IN ANGOLA (PASCAL)”

**APPLICATION DEADLINE** | 25<sup>th</sup> of October, 2021

**SECTORS** | Decentralization/institutional reform, participatory governance, strengthening of civil society, participation of women in policy-making.

**OPPORTUNITY TYPE** | Labor Contract for 42 months.

**BUDGET PLANNED** | between 105.000 and 115.000 EUR gross per year.

**EXPECTED STARTING DATE** | November/December 2021.

**ORGANISATION** | Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP), Spain. <https://www.fiiapp.org/en/>.

**DUTY LOCATION** | Angola, including country coverage and travels to 5 provinces (Benguela, Huambo, Huíla, Luanda, Malanje). Office location in Luanda to be decided at the inception phase of the Action, with possibility to be allocated with home-based work during COVID-19 situation, which is subject to approval.

#### HOW TO APPLY:

1. Go to FIIAPP's [website](#) for current vacancies.
2. Find the Project Leader vacancy with reference OE/11770/2021 (REF. 534).
3. Check the specific Terms of references (in [Spanish](#), [English](#) or [Portuguese](#)).
4. Fill in the [Google form](#) (only in Spanish).
5. Send CV, filled in form, official language certificates and updated Employment History **indicating the reference number of the selection process** to the e-mail address [rrhh@fiiapp.es](mailto:rrhh@fiiapp.es) or to FIIAPP headquarters in Calle Beatriz de Bobadilla, 18 (RRHH), Madrid 28040. Failure to submit all the documents in due time and form will be grounds for exclusion from the selection process.

The selection process will have different phases:

- Curriculum screening-fulfilment of requirements phase.
- Test of languages.
- 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: knowledge and/or 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 Organization.

#### ABOUT THE ACTION:

The **overall objective** of the Action “Support to Civil Society in Local Governance in Angola (PASCAL)”, with the total budget of 6 MEUR for the period of 2021 until 2025 is to contribute to economic growth and social development through an inclusive, heterogeneous and effective participation of civil society in the governance process.

The components (**specific objectives**) of the Action are:

- Component 1: To improve the legislative, regulatory and institutional framework for participatory governance.

- Component 2: To enhance and increase the participation of civil society, particularly for groups that are underrepresented in decision making such as women and youth, in participatory governance platforms at national and provincial level, and in 25 municipalities.
- Component 3: To increase the level of information and the awareness of citizens, especially women and youth, on their rights, the work of public institutions, decentralization and participatory governance.

The Action has the **following expected results (ER)**:

ER1.1: A mechanism steers the participatory governance process and strengthens the dialogue between institutions and civil society with an approach of gender responsive budgeting, innovation and digitalization.

ER1.2: Adjustments to the legislative and regulatory framework for participatory governance are proposed.

ER1.3: Institutional capacity to coordinate, manage, regulate, monitor and assess participatory governance are improved within MAT, selected Provincial Governments and 25 Municipal Administrations.

ER1.4: A monitoring, evaluation and lesson learning mechanism is set up to monitor and assess participatory governance at national, provincial and local level, taking into account the gender responsive perspective.

ER2.1: Regulations, procedures and institutional development on participatory governance are developed in local platforms of 25 municipalities and selected provincial and national platforms, ensuring representability of municipalities.

ER2.2: Participatory budgets are operationalized and implemented in 25 municipalities and their capacities assessed periodically.

ER2.3: Capacities in dialogue and participatory governance are strengthened in 25 municipalities and selected provincial and national platforms.

ER2.4: Innovative examples piloting participatory governance and budgeting are established.

ER3.1: A communication strategy and plan supporting decentralization, civic education, values and participation in governance is developed at national level and the access to information regime is improved (specific components of the strategy and plan will address awareness of women and minority groups).

ER3.2: 'High impact' communication activities identified by the national strategy are implemented.

ER3.3: Capacities of civil society, institutions and journalists are strengthened to support communication and awareness for civic education, democratic values, good governance, decentralization and participatory governance.

ER3.4: Awareness on decentralization is raised at national and local level, targeting in priority women and minorities.

The Action will be implemented by FIIAPP as leader in Consortium with CPMA (Central Project Management Agency – Lithuania). The *Project Team* will be based in Angola and it will include, besides of the Project Coordinator, 3 Local Key Experts in 1) Governance and Territorial Innovation, 2) Support to Effective Civil Society and 3) Communication, Visibility and Advocacy; a local administrative profile; national and international short-term experts; and support teams FIIAPP and CPMA headquarters in Madrid and Vilnius respectively.

FIIAPP is a foundation of the public sector and an actor of the Spanish and European cooperation. It is present in more than 100 countries, accompanying partner countries and institutions in demand-driven, public policy reform processes, guided by their priorities and shared agendas. For more information, please look up the link <https://www.fiiapp.org/en/>

#### **DUTIES AND RESPONSIBILITIES OF THE PROJECT LEADER:**

- 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 FOR THE POSITION:**

The Project Coordinator should have the following profile:

##### *General requirements*

- Higher university degree;
- Professional experience of at least 7 years in international cooperation.
- Professional experience of at least 4 years in in coordination of projects and/or management of teams positions.
- Professional experience of at least 3 years in Africa.
- Experience of at least 3 years in managing decentralization/institutional reform projects or policies, participatory governance, strengthening civil society or promoting the participation of women in policy-making.

##### *Additional requirements*

- Portuguese level B2.
- English level B2.
- Spanish level B1.
- Good command of Office, especially Excel and databases.
- Availability to travel internationally.
- Profile of candidate: Spanish/or national of one of the other member states of the European Union/or a national of a state to which, by virtue of the international treaties concluded by the European Union and ratified by Spain, the free movement of workers is applicable/or a national of another State other than those indicated in the previous paragraph, provided you have authorization to work as an employee in Spain and in the field of activity for which you would be hired by FIIAPP.

*Merits*

- Specialized training in matters related to the project (international cooperation, public administration, citizen participation processes, gender equality).
- Professional experience in managing EU-funded projects.
- Experience in managing Delegated Cooperation projects.
- Previous professional experience in Angola and knowledge of the local context.
- Experience in Spanish public procurement and/or tendering.
- Specific knowledge related to the functions described to perform the position.
- 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 organize and matching the skills and profile relating to the job.

**DIVERSITY AND EQUAL OPPORTUNITIES:** 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.