Deputy Regional Coordinator - Pretoria

LIMITE DE CANDIDATURE

31 Décembre 2024

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

Context

The project “Securing a robust AML/CFT Framework Against Illicit Financial Flows in Sub-Saharan Africa (SecFin Africa)” aims to contribute to the fight against illicit financial flows linked to transnational organised crime, money laundering and terrorist financing with the ultimate goal of increasing domestic resource mobilisation, stabilisation and security in Sub-Saharan Africa.

To achieve this general objective, the action offers to work in an integrated manner at all relevant levels of intervention: at national level, regional level and at the level of civil society. Consequently, the Specific Objectives (Outcomes) of this action are:

- National capacities, including law enforcement and judicial capacities to prevent and counter IFFs linked to transnational organised crime, money laundering and the financing of terrorism are strengthened and Financial Action Task Force (FATF)-compliant;
- Effective regional and inter-regional cooperation and information sharing in the fight against IFFs, money laundering and the financing of terrorism is enhanced;
- Increased public awareness and civil society’s role promote greater transparency and hold States accountable to take action against IFFs and organised crime.

These objectives will be implemented through the deployment of five teams: a Project Management Unit (PMU) seating in Brussels, Belgium and in charge of steering the action, as well as four regional hubs, in Yaoundé/Cameroon, Dakar/Senegal, Pretoria/South Africa and Dar es Salam/Tanzania, tasked with the delivery of activities. Addressing the large number of countries targeted under this action will require varied levels of intensity, in particular for engagement at national level, outlined as follows:

- A common training programme, offering ready-made trainings to all requesting beneficiary countries under the mandate of the Action;
- A facility option to support requesting countries featuring systemic deficiencies in their AML/CFT framework to improve technical compliance with FATF standards;
- A high-intensity programme to provide specific longer-term support to selected countries, answering a specific, wide-reaching issue faced by the jurisdiction, notably with regards to major FATF recommendations and/or immediate outcomes.

Regional engagement will be conducted in support of existing processes between peer-jurisdiction or through supporting key organisations, such as FATF-Styled Regional Bodies (FSRBs). Finally, the civil society will be mainly supported through grants, targeted to civil society organisations (CSO), consortiums of investigative journalists, whistle-blowers and/or research labs to support investigations and research on the fight against IFF.

The present Action is expected to be a substantial building block of the continental Team Europe Initiative to support Africa in Combatting Illicit Financial Flows and related Transnational Organised Crime (TEI IFF-TOC). It will contribute to all three associated components and be implemented in coordination with TEI's members parallel initiatives.

Job description

The "Key Expert – deputy regional coordinator" is the second-in-command of the regional bureau for the Southern Region, under the supervision of the regional coordinator. The deputy coordinator is responsible for coordinating and organising his/her team's regional activities on the ground and reporting to the coordinator as well as to Civipol HQ in Paris, if required. The key expert will have a close proximity to the office staff and will manage day to day issues, organise and assign tasks at the request of the coordinator, and keep the office coordinator informed regularly. In parallel to his/her management role, the deputy director will use their expertise in AML to organise and oversee training activities in collaboration notably with the three specialised regional experts. The expert will be required not only to tailor training sessions, but also to report on the quality of their implementation in cooperation with the Common Training Programme Coordinator at the project management unit (PMU) in Brussels.

The Deputy Coordinator will be responsible for the following tasks:

Overall project management

- Supports the Regional Coordinator in the harmonisation and implementation of execution and reporting procedures for all activities, implements the framework and proposes shared tools and procedures;

- Supports the Regional Coordinator in the consolidation of the planning of activities and regional resources, as well as the annual budget for all national and regional project activities under his/her mandate;

- Actively participates in the drafting and transmission of contractual reports to donors (narrative and financial);

- Participates in the organisation of and attends project steering committees, in collaboration with the Regional Coordinator

- Transmits useful data for project monitoring and evaluation

- Oversees the day-to-day work carried out by the logistics assistant, including monitoring the driver's schedule and travel charts, and maintaining the inventory of office furniture and equipment

- Ensures that purchase invoices are approved for exemption on behalf of suppliers

- Stays informed of changes in IPs procedures and attending any necessary training courses

- Keeps management charts up to date.

Administrative Management

- Manages the administration of contracts linked to the operational implementation of projects

- Supervises the drafting and implementation of short-term expert contracts

- Manages the monitoring table for short-term expertise contracts

- Monitors compliance with specifications/contracts, anticipates and manages project-related risks and developments, and alerts management if necessary;

- Drafts and/or supervising the execution of framework contracts signed as part of the project

- Supports and supervising project purchases

- Supervises with documentary research

- Manages of calls for tender and public contracts/subsidies

- Manages expertise and service contracts

- Supervises and publishes job offers and calls for experts

- Verifies service providers using the internal compliance tool

Financial management

- Ensures the conformity of expense vouchers at headquarters, field, and/or partner vouchers, invoices, and reimbursements related to expert missions,

- Supervises payments and monitors advances and their balances

- Contributes to the preparation of financial reports for donors (consolidation of Regional Hub expenses), internal accounting, and budgeting exercises (closing, etc.) in collaboration with project managers and administrative and financial project managers

- Supports the preparation and conduct of audits, in liaison with project managers, administrative and financial project managers, and the project financial officer

- Manages and consolidates field cash and bank journals

- Manages ongoing commitments (grant agreements, contracts, and agreements)

Required profile

Professional Experience:

- Master’s degree in a discipline related to law, administration, finance or another relevant discipline

- At least 10 years of relevant work experience

- In-depth knowledge of the preventive and repressive aspects of AML/CFT systems as well as global AML/CFT standards and framework

- Proven experience in international technical cooperation

- Experience in capacity building and training in sub-Saharan Africa would be an asset

- Experience in managing teams and working groups would be an asset
- Experience with European projects would be an asset

Professional skills

- Excellent level in English both spoken and written language
- Strong level of French written and spoken would be an asset.
- Proven ability to plan and anticipate
- Excellent drafting and reporting skills (write structured, high-quality reports)
- Capacity to identify, analyse needs and difficulties and propose solutions
- Ability to negotiate and facilitate inter-institutional dialogues
- Computer skills: Microsoft Word, Excel, Power Point; experience with e-learning would be an asset

Soft skills

- Excellent organisation skills & rigour
- Flexibility and high level of autonomy
- Ability to work in teams and on multiple files in parallel
- Facility to work in a multi-cultural environment
- Diplomacy and experience of institutional relations
- Ability to work under pressure and in difficult areas

Location & duration of posting

- **Location:** Pretoria, South Africa
- **Working Language:** English
- **Duration of Posting:** 48 months approx., starting January 2025

Please send your CV and cover letter to Mr Cian MC DONNELL : **mcdonnell.c@civipol.fr**



