Administrator/Office Assistant - BMM 2 Programme

POSITION : Administrator for CIVIPOL BMM 2 Activities (Kenya, Ethiopia, Uganda, Djibouti, Sudan)

JOB LOCATION: Kenya (Nairobi) with frequent travels to the other countries of assignment (Ethiopia, Uganda, Djibouti, Sudan) both in the capital cities and in the field and to other possible destinations in the Horn of Africa region and elsewhere according to Project needs and plans.

DURATION: 9 months, from 1st of October 2021 to 30th of June 2022 (with possibility of renewal or extension)

THEME: *Criminal Justice System Cooperation to Counter Trafficking in Persons and Smuggling of Migrants*

LIMITE DE CANDIDATURE

30 Septembre 2021

DURÉE DE LA MISSION

Short Term

ZONE GÉOGRAPHIQUE

Afrique

PROJECT DESCRIPTION

The objective of the Better Migration Management (BMM) programme is to improve the management of safe, orderly and regular migration in the East Africa region in response to the needs identified by the African countries of the Khartoum Process, and in particular to support national authorities in addressing the trafficking of human beings and the smuggling of migrants within and from the Horn of Africa.

CIVIPOL, as an implementing partner of the BMM Programme, works to pursue Special Objective/Result Output 2.1: The quality and comprehensiveness of investigations of trafficking and smuggling cases is improved.

For such objective, following Output Indicators have been set:

- OI (Output Indicator) 2.1.2 Number of Standard Operating Procedures (SOPs) for police-prosecutor cooperation on trafficking and smuggling cases established or adapted.
- OI 2.1.3 Increased percentage of prosecutors confirm that the quality of cases prepared by investigators for indictment in regard to (file management and) sources of evidence including physical evidence has improved.
- OI 2.1.4 Increased number of national police and/or other law enforcement academies, which apply integrated modules on trafficking in persons and smuggling of migrants at international standard in their curricula, aligned with gender and human and child rights principles.

Therefore, with the aim of achieving Output 2.1 i.e. improving the quality and comprehensiveness of investigations of trafficking and smuggling cases, the Activities Civipol is planning and implementing in BMM second phase are divided in 3 main Areas:

- Developing SOPs for police-prosecutor cooperation (including judiciary where requested/possible) – 2.1.2

- Designing and providing training to specialized anti-trafficking units and other key law enforcement officers – 2.1.3
- Designing Training Curricula for Police Academies or other Law Enforcement Training Institutes – 2.1.4

JOB DESCRIPTION

The Programme Officer will work closely with the Regional Coordinator / Team Leader and the Project Manager.

The Programme Officer will liaise with CIVIPOL experts, as well as with BMM Implementing Partners and with national stakeholders of concerned countries under guidance by the Regional Coordinator / Team Leader.

Under the supervision of the Regional Coordinator / Team Leader:

- He/she will be in charge of part of the logistical, administrative and financial management of the programme.
- He/she will manage and coordinate the programme activities and ensure that the timetable is respected.
- He/she will manage data and contribute to the reporting and M&E system of the programme.

Main Responsibilities:

1. Logistical, administrative and financial management of the project

- Support the design of Programme budget and Activity budget and document and monitor respective expenditures.
- Assist the Regional Coordinator / Team Leader whenever necessary, in particular with regard to logistical, financial and administrative issues.
- Ensure administrative and financial management and monitoring (monthly reporting to HQ).
- Follow up expenses and suppliers' quotations and invoices; and check the conformity of supporting documents and invoices.
- Constantly liaise with CIVIPOL HQ and the Project Manager on financial and administrative tasks and requirements, including for Cash&Banks and budget management and control.
- Organize the working hours of project assistants and drivers and supervise their daily work.
- Support in preparation of Terms of Reference (ToR) for required inputs in the programme (staff, individual and institutional consultancy services, procurement of goods and services, organization of training, seminars, etc.), with expert and/or client support as required.
- In general, ensure the proper administrative and logistical management of the programme.

2. Coordination of activities

- Support smooth implementation of all project activities, at organizational, coordination and communication levels, by providing assistance to the Regional Coordinator / Team Leader, the consultants/experts and national staff including in the interaction with Project Partners, institutional agencies and other stakeholders in Kenya, Uganda, Ethiopia, Djibouti and Sudan, and other countries when applicable.
- Assist the Regional Coordinator / Team Leader in the planning, monitoring and support to implementation

of project plan and activities, and respective budget.

- Assist the Regional Coordinator / Team Leader in the day-to-day coordination work with the programme team and partners.
- Take part in coordination meetings and other events, also replacing the Regional Coordinator / Team Leader when needed.
- Travel according to needs in Kenya, Uganda, Ethiopia, Djibouti and Sudan, and other countries when applicable.
- Ensure the organization and logistical follow-up of the implementation of programme activities, events and meetings.
- Ensure the secretariat of the programme activities, events, meetings.
- Assist the Regional Coordinator / Team Leader whenever necessary, in particular with regard to logistical, organizational and coordination issues, as well as for monitoring and reporting.
- Facilitate the programming, organization (logistics - hotel reservation, air ticket via HQ etc.) and smooth running of the missions of the experts deployed on the programme and of the project activities.
- Ensure the design and regular updating of the planning and implementation dashboards of the programme.
- Ensure - under the supervision of the Regional Coordinator / Team Leader - the communication activities of the programme.
- Provide technical support to the Regional Coordinator / Team Leader and Experts according to service requirements.
- Alert the Program Manager on issues which may affect the programme in terms of timely and/or qualitative delivery.

3. Monitoring and Reporting

- Ensure, under the supervision of the Regional Coordinator / Team Leader, the regular update of the Annual Work Plans for each country, of the data about the programme activity beneficiaries, and any other monitoring and reporting task required, using the means, systems and tools foreseen in the programme.
- Proofreading/formatting of contractual reports delivered by the Regional Coordinator / Team Leader and by the Experts.
- Prepare minutes and reports of meetings and workshops.
- Prepare briefings as required.
- Prepare and support preparation of Project Reports.
- Assist the Regional Coordinator / Team Leader to ensure that the deliverables of the consultants/experts will be received according to the schedule as indicated in the programme work-plan.
- Support the Regional Coordinator / Team Leader in the review of documents prepared by the consultants/experts, i.e. presentations, work procedures, surveys, reports etc. and give any recommendations for improvement, ensure proper editing and proof reading and adherence to publication standards.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualification and professional Experience

- Master’s degree or equivalent in law, in a social science human rights, migration or related discipline
- At least 2 years experience in a similar position;
- Experience in the management of technical assistance programs;
- Experience in the implementation of EU-funded projects;
- Experience in institutional relations.

Professional skills

- Expertise in project management;
- Knowledge of contractual procedures applicable to EU external action;
- Fluency in English (written, spoken, read);
- Experience in the Horn of Africa is an asset;
- Experience of working in international teams.

Interpersonnal skills

- Ability to work in a collaborative manner with team members and with multiple stakeholders at various levels from national to sub-national and community levels.
- Excellent communication and interpersonal skills, including cultural sensitivity.
- Demonstrated ability to work effectively in highly stressful situations.
- Strong ability to adapt to a challenging environment.
- Rigour and organisational skills.
- Sense of adaptation, initiative and autonomy.
- Availability, tenacity and reliability.
- Ability to work hard.
- Ability to listen and understand a complex political and technical environment.

Please send your application (CV and covering letter) to the project manager, Anne-Sophie Sandor, sandor.a@civipol.fr

