

REFERENCE (REF.556) Seconded Coordinator Technician

The International and Ibero-American Foundation for Administration and Public Policies (hereinafter FIIAPP), requires the hiring of a seconded Programme Coordinator Technician for one of its Public Technical Cooperation Departments linked to project management.

Specifically, the coverage of a position is required for the CT JUST - *Criminal Justice Responses to Terrorism* - within the area of Justice and Rule of Law.

The project has an implementation period of around 48 months.

The place of provision of services and residence will be Rabat (Morocco), with trips to the other countries involved in the project (EU, Sahel, MENA and Horn of Africa).

The deadline for receiving applications is **7 April 2022**.

The salary for this position is set at approximately € 75,000 – 85,000 gross per year.

This announcement 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 Resolution of 29 December 2020 of the Secretariat-General for the Civil Service, which approves the Third Plan for Equality Between Women and Men in the General Administration of the State and in its Public Bodies.

FUNCTIONS OF THE POSITION

1. Coordinate, plan and supervise all project activities, ensuring their correct implementation. Preparation of addenda and modifications to the contract with the financier if necessary under the supervision of the Director of the department.
2. Design and coordinate, together with the Project Director, the annual project schedule, terms of reference, definition and execution of all activities, as well as identify experts to carry out different project activities/events.
3. Assist the project coordination and monitoring activities on the ground and, possibly, in other countries, together with the Project Director.
4. Manage and supervise the project team in your charge, offering support and assistance. Management of the team under your responsibility: performance evaluation, detection of the needs of your staff, work plans, distribution of tasks, mentoring tasks, among others.
5. Manage coordination and institutional communication with different entities (Financier, Ministries, etc.), informing about the progress of the project and positioning it optimally.

6. Prepare and present reports related to the development of the project. Support the preparation of technical reports for project monitoring and supervise the preparation and presentation of financial reports.
7. Perform communication tasks and report to FIIAPP on the development of the project.
8. Carry out the forecast of purchases and services necessary for the execution of the activities with the aim of planning their execution under the Spanish contracting law.
9. Prepare, if applicable, contract documents and tenders, in collaboration with Legal Technicians.
10. Implement the communication and visibility activities identified in the project and work in close coordination with the FIIAPP Communication Department to publicise the activities carried out and achievements.
11. Update the Database with the project information, as well as follow the guidelines set by Knowledge Management for optimum dissemination of the information generated.
12. Carry out the follow-up of the budget execution and the audits, together with the administrator and/or Economic Management technicians, ensuring the inclusion of the contributions of partners and subcontractors in the financial report, with a positive result.
13. Apply and guarantee that the corresponding measures are applied for optimal compliance with risk management and internal control of the project.
14. Manage the secretariat of the Project Steering Committee, and the leadership of the coordination meetings of the consortium.
15. In general, represent the interests of the FIIAPP in situ.

REQUIREMENTS

- Higher University Degree
- Minimum professional experience of 7 years in the field of international cooperation and/or relations
- Professional experience of at least 5 years in technical and/or logistics management of international cooperation projects, of which at least 2 are projects financed by the European Commission
- Professional experience in international cooperation projects in the field in stable missions of at least 1 year.
- English level C1
- French level B2.
- Command of Office, especially Excel and databases.
- Availability to travel internationally.
- Availability for 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):

- Training in public policies, international cooperation and/or international relations (CV)
- Professional experience in monitoring and evaluation of technical cooperation projects financed by international organisations, particularly the European Union with preparation of reports (CV)
- Professional experience in contracting procedures and/or public bidding (Spanish Public Sector Contract Law) (CV)
- Experience in team management (CV)
- Professional experience in international cooperation in the field, in Africa (CV)
- French level C1 (CV + TEST)
- Specific knowledge related to the duties described for the position. (TEST).
- General alignment with the position profile, especially valuing good interpersonal skills at all levels, the ability to work in a team, the ability to plan and organise and match the skills and profile relating to the job (INTERVIEW).

Those interested in submitting an application **must submit** the following documentation:

REQUIRED

- **Curriculum Vitae**
- **COMPLETED form** Click on the [following link](#) to **access and complete the requirements / merits form and data protection clause** of the announcement. In order to accredit and be able to adequately assess your application, in accordance with the Terms of Reference of the announcement, the information regarding the requirements and merits must be **clearly indicated**.
- **Updated Employment History.** Certificates dated up to 3 months prior to the date of publication of this announcement will be considered up-to-date.

OPTIONAL

- **Official language certificates.** Applicants who have completed a selection process with FIIAPP in the five years prior to the date of this announcement will be exempt from taking the language test, **provided that the language test has been taken with the external provider** and that the required levels have been exceeded in accordance with this announcement. In addition, applications that provide **official language certificates, with a maximum**

date less than five years ago, counting from the date of publication of this announcement, will be exempt from taking the language test.

The certificates obtained on taking language courses or training **are not considered official**.

In relation to the language test, **level tests will ONLY be repeated** when, having taken one within the framework of a FIIAPP selection process and not having reached the required level, a **minimum of one year** has elapsed since the previous test or when it is **documented** that the person whose language is evaluated has had a stay of at least **three months in the country**, or has undergone **intensive training** in the language.

Those applicants who have completed a selection process with FIIAPP in the five years prior to the date of this announcement, will also be **exempt** from taking the **Excel test**.

The **Form** is **automatically** received by the FIIAPP Human Resources Department once it has been **completed and the send button** has been pressed. We recommend that you carefully review the information contained in it before pressing send, since only one response per application is accepted.

The **CV, the updated employment history**, and in case of opting for the exemption from the language tests, the **official certificate(s), should be sent, preferably**, by electronic means to the address seleccionrrhh@fiiapp.es, indicating in the subject the REFERENCE of the position to which you are applying. You can also send your application by post to the FIIAPP headquarters, to the attention of the HR Department, Calle Beatriz de Bobadilla, 18 - Madrid 28040, indicating, also on the envelope, the REFERENCE of the position.

ALL documents, mandatory and optional if applicable, must be submitted before the end of the established term. Failure to submit all the documents in due **time and form** will be **grounds for exclusion from the selection process**.

Once the deadline for receiving applications has ended, people who have submitted their documentation on time will receive a **personal identification code** in their email. This code will be used throughout the selection, development and resolution process, and will safeguard your personal data.

The selection process will have different phases:

- **Curriculum screening** phase to validate compliance with the requirements established in the announcement.
- **Merits assessment** phase. Depending on the number of applications that pass the previous phase, the Selection Board may establish a minimum score in the assessment of merits to determine the number of applications that will be admitted to the next phase.
- **Test** phase: test/s of languages, knowledge and/or skills, Excel. In addition, the Selection Board may determine a cut-off mark in the knowledge test to determine the number of applicants that will be called for an interview.
- **Interview** phase: the purpose of this is to assess the general suitability of the profile for the position, assessing whether the application fits the level of technical and professional skills required in the position.

Under normal conditions, the selection process is sequential, that is, an application that does not meet the requirements (curriculum screening phase) will not go on to the merit assessment phase, and so on with the test phase and the interview phase. **Due to urgent needs**, some phases of the process may be carried out in parallel, for example, an applicant may be asked to take the language test with the aim of verifying compliance with the requirement while their merits are being assessed, without implying that the curricular screening phase has been passed.

References for the application or the **provision of documentation** confirming the veracity of certain requirements and merits may also be required throughout the selection process.

The day after the position is awarded, the **identification codes** of the person awarded it, as well as of the people on the waiting list, **will be published on the FIIAPP website**, together with the reference offer, as well as those on the waiting list, if there is one, in descending order, from highest to lowest, according to the overall score obtained in the process.

The **validity of the waiting list** of the process is **two years**, this means that if in that period, a vacancy with similar characteristics, requirements, etc. to the present one is generated, the waiting list will be used, and in the established order, to cover said vacancy, before a new selection process is carried out.

The **salary band** established in this announcement refers to the position at the origin of the execution of this selection process. In order to cover other needs with a profile similar to that of this announcement, if the waiting list is used, the salary band will be determined according to the specific position and project in question.

Any applicant who deems 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 seleccionrrhh@fiiapp.es. The Human Resources Department, together with the General Secretariat, will provide a reasoned response to any complaints presented.

To obtain further information, please contact the Human Resources Department of the FIIAPP via email seleccionrrhh@fiiapp.es

Assets	Scoring	Maximum Score
Specialised training in public policies, international cooperation and/or international relations	CV 5 points courses/masters more than 500 hours 3 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	5 points
Professional experience in monitoring and evaluation of technical cooperation projects financed by international organisations, particularly the European Union with preparation of reports	CV (0.20 pts/month worked)	6 points
Professional experience in contracting procedures and/or public bidding (Spanish Public Sector Contract Law)	CV (0.20 pts/month worked)	7 points
Experience managing teams	CV (0.20 pts/month worked)	6 points
Professional experience in international cooperation in the field, in Africa (CV)	CV (0.20 pts/month worked)	8 points
French level C1	CV + TEST C1	8 points
Specific knowledge related to the duties detailed for the position.	Test	20 points
General alignment of the personal and professional profile to the position offered	Interview	40 points
Scoring	TOTAL	100