

## REFERENCE (REF 653) PROJECT TECHNICIAN BASED IN BRUSSELS

The International and Ibero-American Foundation for Administration and Public Policies F.S.P. (herein FIIAPP), needs to recruit a technician based in Brussels for the management of the project “Fighting Illicit Financial Flows, Money Laundering and the Financing of Terrorism in Sub-Saharan Africa -SecFin- “.

This regional project, executed in a European consortium, aims to combat money laundering resulting from the financing of terrorism and organized crime. This initiative aligns with FIIAPP's mission, wherein Spain's role and actions will involve providing experts for various activities conducted in Sub-Saharan Africa, in alignment with contemporary fiscal challenges, and in full cooperation with European counterparts.

This is a delegated European Union cooperation programme in which FIIAPP is participating as the implementing partner with Expertise France, GIZ and CIVIPOL.

A temporary employment contract is offered for an estimated duration of approximately 48 months, with the position based at the project office in Brussels.

**The salary for this position is set at €65,000 gross per year.**

The deadline for submitting applications is **July 23<sup>rd</sup>, 2024**

This call will abide by 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, issued by the General Secretariat for Public Function, containing the Agreement of the Council of Ministers of 9 December 2020, which approves the Third Plan for Gender Equality in the General Administration of the State and Associated or Linked Public Organisations.

## JOB FUNCTIONS

The general duties to be performed in this role include:

### **Project Management (approximately 50% of the time): tasks related to the mobilization of experts**

- Assist the Project Management Unit (PMU) in Brussels/Paris with strategic orientation and program implementation.
- Lead dialogues with relevant EU actors in coordination with the FIIAPP area management and the Office Manager.
- Contribute to the strategic positioning of the program, especially with European institutions and partner country authorities, to enhance the visibility of the working methodology and achieved results.
- Participate in PMU meetings, ensuring adequate representation, positioning, and decision-making.
- Supervise and contribute to the strategies of the program and the PMU.
- Coordinate FIIAPP's actions in the project, especially regarding the analysis of training needs and selection of experts, as well as communication tasks.
- Design training programs with experts based on needs identified by regional coordinators and the PMU.

- Inform FIIAPP about the evolution of EU priorities relevant to the Program.
- Represent the Program on behalf of FIIAPP in European areas as directed by the Project Director and authorized by the FIIAPP Area Management.
- Support PMU team members in developing and implementing dialogues with countries with a solid understanding of key areas.

**Logistics Tasks (approximately 25% of the time):**

- Manage logistics and contracts for experts proposed by FIIAPP for project actions defined by the consortium.

**Communication/Visibility and other tasks (approximately 25% of the time):**

- Tasks for the “common good of the project.”
- Prepare and consolidate the visibility plan in coordination with the Project Management team.
- Produce/consolidate project visibility actions, including drafting specific contracts, if necessary, in consultation with the project team, donor, and consortium communication units.
- Ensure project visibility in compliance with EU communication strategy guidelines and donor/partner visibility rules, including social media.
- Establish indicators to monitor visibility activity and provide periodic reports to project teams.
- Identify communication opportunities related to project activities in the field and countries in the region, preparing and sharing a project news agenda and external communication opportunities.

**REQUIREMENTS (ALL these must be met to be able to apply for the position)**

- Higher University Degree.
- Professional experience of at least five years in the field of international relations and/or international cooperation.
- At least two years’ professional experience in communication tasks.
- English level C1.
- Spanish level C1.
- Knowledge of Microsoft Office, particularly Excel, user level.
- Availability to travel internationally.
- Availability to join immediately. Nationality of any EU country and/or work permit in Spain as an employee.
- Applicants must not have been dismissed by means of a disciplinary sanction, from the service of FIIAPP, or from any other position with a Public Administration, public powers and their related or dependent bodies, both national or foreign, either as a public official or as an employee; nor be in absolute or special disqualification for jobs or public positions by court decision either in Spain or abroad.

**MERITS (see merit scale in the attached table)**

- Professional experience in project logistics management (CV)
- Professional experience in the preparation and monitoring of service contract tenders (CV)
- Professional field experience in Africa (CV)
- Knowledge of French (CV + TEST)
- Specific knowledge related to the functions described for the position

(TEST)

- General suitability of the profile to the position, assessing the candidates against the level of technical and professional skills required for the position (INTERVIEW)

Candidates **must submit** the following documentation to apply for the position:

### **MANDATORY**

#### **- Curriculum Vitae**

**-Form COMPLETED.** Click on [this link](#) to **access and complete the requirements / merits form and data protection clause** for the call. To enable us to properly check and assess your application, in accordance with the Terms of Reference of the call, you must **provide clear** information about the requirements and merits.

**-Work life certificate** Certificates issued within the last three months from the date of publication of this call are considered up to date.

### **OPTIONAL**

**-Official language certificates.** Candidates who have completed a selection process with FIIAPP within the five years prior to the date of this call will be exempt from taking the language test, **provided the language test was administered by an external provider** and that the required levels of this course were passed. Likewise, candidates will also be exempt who provide **Official language certificates, with a maximum date prior to five years, counting from the date of publication of this call.**

Certificates obtained due to attendance on language or training courses **are not considered official.**

Regarding the language test, **level tests will ONLY be repeated** when, having completed one within the framework of a FIIAPP selection process and not having reached the required level, at least **one year** has elapsed since the previous test or **documented proof** that the person has stayed for at least **three months in the country** whose language is being tested, or has completed **intensive training (60h)** in the language.

Applicants who have participated in a selection process with FIIAPP in the five years prior to the date of this call will also be **exempt** from the **Excel test.**

Once the **form is completed and you have clicked the submit button it will be received automatically** by the FIIAPP Human Resources Department. We recommend that you take time to review the information in the form, before clicking send, since only one response per application is allowed.

Your **CV, up-to-date work life report**, and in case of opting for the language test exemption, the **official certificate(s), must be sent, preferably,** electronically to the address [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es), entering the job REFERENCE of the position for which you are applying. You can also send your application by post to the FIIAPP headquarters, addressed to Dpto. De RRHH, Calle Beatriz de Bobadilla, 18 - Madrid 28040, also writing the job REFERENCE on the envelope.

**ALL** documents, mandatory and optional if applicable, must be submitted before the deadline. If you do not submit all the documents **correctly and before the deadline**, you will be **excluded from the selection process.**

After the deadline for receiving applications, candidates who have submitted their documentation on time will receive an email with a personal **identification code**. This code will be used throughout the selection, development and resolution process, and will safeguard your personal data.

The selection process will have several phases:

- The **CV screening** phase, to validate compliance with the requirements established in the call.
- **Merit assessment** phase. Depending on the number of applications that pass the previous phase, the Selection Board may determine a minimum merit score to determine the number of applications that will go through to the next phase.
- **Evidence** phase: completion of language, knowledge and/or skills, Excel test/s. Likewise, the Selection Board may determine a cut-off mark in the knowledge test, to determine the number of candidacies that will be called for an interview.
- **Interview** phase: aimed at assessing the general suitability of the profile to the position, assessing the candidates against the level of technical and professional skills required for the position.

**Under normal conditions**, the selection process is sequential, that is, an application that does not meet the requirements (CV screening phase) will not go to the merits evaluation phase, and so on with the testing phase and the interview phase. It may be that, **for urgent reasons**, more than one phase may be conducted simultaneously. For example, a candidate may be called in for a language test, with the aim of verifying compliance with the requirement, while assessing their merits, without this implying that the CV screening phase has been passed.

Throughout the selection process, candidates may also be asked for **references** or for **documentation** that confirms the veracity of certain requirements and merits.

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

The **validity of the waiting list** of the process is **two years**. This means that if within that period, a vacancy with similar characteristics, requirements, etc. arises to this one, the waiting list will be revisited, in the established order, to fill the vacancy, before carrying out a new selection process.

The **salary band** established in this call refers to the position subject to this recruitment process. To cover other needs with a profile similar to this one, that is, if the waiting list is used, the salary range will be determined based on the position and specific project in question.

The candidate will have ten (10) business days from the day following the publication of the award to appeal against the selection process, this appeal may be sent by email to the following address: [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es). The HR Department, together with the General Secretariat, will resolve claims presented with grounds. For more information, contact the FIIAPP Human Resources Department by email [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es).

Merits	Score	Maximum score
Professional experience in project logistics management.	(CV) 0.25 points per month worked	<b>10 points</b>
Professional experience in the preparation and monitoring of service contract tenders.	(CV) 0.25 points per month worked	<b>10 points</b>
Professional field experience in Africa.	(CV) 0.25 points per month worked	<b>10 points</b>
French level	(CV + TEST) C1..... 10 points B2 .... 5 points	<b>10 points</b>
Specific knowledge related to the functions described for the position	TEST	<b>20 points</b>
General suitability of the profile to the position, assessing the candidates against the level of technical and professional skills required for the position	INTERVIEW	<b>40 points</b>
Scaling	<b>TOTAL</b>	<b>100 points</b>