

## Administrator of the Regional Operational Centre in Khartoum (ROCK)

### Terms of Reference

**POSITION:** ROCK Administrator

**CONTRACT:** Consultancy / Employment

**JOB LOCATION:** Based at the regional office in Nairobi, Kenya.

Possible travels to other Kenyan counties and other countries of assignment when needed, both in the capital cities and to the field where safety conditions allow and according to project needs and plans.

**DURATION:** 3 years, from 1<sup>st</sup> September 2025 to 31<sup>st</sup> August 2028

LIMITE DE CANDIDATURE

20 Août 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

### PROJECT DESCRIPTION

CIVIPOL is the technical cooperation operator of the Ministry of the Interior at international level, working on fundamental issues of internal security for states: identity, flow control and territorial footprint. As a private company entrusted with a public service mission, CIVIPOL has been supporting foreign states in their efforts to consolidate their internal security and assert their sovereignty for 20 years.

CIVIPOL is currently leading the “Regional Operational Centre in Khartoum (ROCK) in support of the Khartoum Process, the African Union Horn of Africa Initiative and the Eastern Africa Police Chiefs Cooperation Organisation (EAPCCO)”, a project funded by the European Commission via the EU Neighbourhood, Development and International Cooperation Instrument (NDICI).

With a budget of €5 million and implemented in partnership with Interpol, the aim of the ROCK project is to contribute to reducing the number of incidents of human trafficking and smuggling of migrants through enhanced regional capacity to understand irregular migration flows and associated criminal networks, and to develop common strategies and shared tools to fight trafficking in human beings and smuggling of migrants. This will be achieved through the establishment of a regional operational Centre, which supports the collection, exchange and analysis of information, allows joint investigations and enhance the coherence of the national and regional frameworks.

The project is expected to enter its third phase on 1 September 2025 for a period of 36 months.

### JOB DESCRIPTION

The ROCK Administrator will work closely with the Technical Director based in Nairobi and the Project Manager at CIVIPOL headquarters in Paris.

The Administrator will liaise with CIVIPOL experts and consultants, as well as with national stakeholders of concerned countries under the guidance of the Technical Director.

Under the supervision of the Technical Director:

- 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 programme**

- Support the design of the 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).
- Supervise and check the conformity of financial/supporting documents, expenses and suppliers' quotations and invoices to CIVIPOL standards.
- Constantly liaise with CIVIPOL HQ and the Project Manager on financial and administrative tasks and requirements, including Cash & Banks and budget management and control.
- Organise the working hours of the Administrative Assistants and Drivers and supervise their daily work.
- In general, ensure the proper administrative and logistical management of the programme.

##### **2. Coordination of activities**

- Support smooth implementation of all project activities, at organisational, coordination and communication levels, by providing assistance to the Technical Director.
- Assist the Technical Director in the planning, monitoring and support of the implementation of the Project plan and activities and respective budget.
- Ensure the organisation and logistical follow-up of the implementation of programme activities, events and meetings.
- Ensure the secretariat of the programme activities, events, and meetings.
- Assist the Technical Director whenever necessary, particularly with logistical, organisational and coordination issues, as well as for monitoring and reporting.
- Facilitate the programming, organisation (logistics, hotel reservation, assistance with booking 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.

##### **3. Monitoring and Reporting**

- Proofreading and formatting of contractual reports delivered by the Technical Director.
- Prepare minutes and reports of meetings and workshops and prepare briefings as required.

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

The candidate is expected to demonstrate the following technical and behavioural competencies/accountabilities:

##### **A - Adoption of an approach which is consistent with the Work Plan elaborated by the CIVIPOL/ROCK Programme**

- Ensure that deliverables provided by consultants, experts including training materials, and technical assistance are in line with CIVIPOL's strategy and principles contained in the work plan; under the

supervision of the Technical Director.

- Ensure that a human right-centred approach, gender and culturally sensitive approach and multi-agency approach are adopted in the design and implementation of the activities.

## **B - Application of standards**

- Ensure that participants of Project activities are aware of relevant policy guidelines, technical standards and relevant commitments that the Government and relevant institutions have undertaken under international and Domestic Law to counter Human Trafficking.
- Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations and in line with overall anti-trafficking and victim protection Guidelines.

## **C - Planning, monitoring, and reporting**

- Ensure design and implementation of the activities are based on proper needs and feasibility analysis, and entail needed flexibility to respond to upcoming needs for change.
- Ensure the activities are properly planned, implemented and reported
- Ensure ROCK communication and visibility rules are applied.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

### **Education level**

- Master's degree in project management, social science, humanitarian law, human rights or related discipline degree.

### **Qualifications**

- 2 to 5 years of relevant experience project support
- Experience in project development, project management and reporting
- Previous professional field experience is a plus
- Proficiency in written and spoken English and French language, knowledge of Arabic is an asset.
- Excellent proficiency in Windows MS Office (Word, Excel, PowerPoint), proficiency in accounting software is a plus.

### **Personal qualities**

- Ability to work collaboratively 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 particular 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 listen and understand a complex political and technical environment

Remuneration based on profile and experience and in accordance with the budget available for this position.

**To apply, please send your application with your CV and cover letter to the following people:**

- Ms Priscilla BERGERET [priscilla.bergeret@civipol.fr](mailto:priscilla.bergeret@civipol.fr)
- Mr Hervé JAMET [herve.jamet@rock-center.eu](mailto:herve.jamet@rock-center.eu)
- Ms Lucie LUCAS [lucie.lucas@civipol.fr](mailto:lucie.lucas@civipol.fr)



