Programme Coordinator

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for the European Union-funded project

LIMITE DE CANDIDATURE

10 Mars 2026

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

“Improving the resilience of Critical Entities and the protection of Public Spaces and the Cyber-space against security threats in the Western Balkans” (Croatia)

The EU has launched a 3-year project in the Western Balkans aimed at strengthening the capacities of the region to effectively detect, investigate and respond to terrorist threats on public spaces and critical infrastructures, and strengthening the resilience of cyber space. This European-funded action is in line with the goals set under objective 5 of the EU’s Joint Action Plan on Counter-Terrorism for the Western Balkans, focused on strengthening citizen and critical infrastructure and entities’ protection in the region.
CIVIPOL, the operator of the French Ministry of Interior, will manage the project and is looking for a Coordinator to head the programme’s project management unit for 36 months, starting in March 2026.

PROFILE

An experienced project coordination professional, with proven expertise in managing complex EU-funded programmes, strong knowledge of international cooperation mechanisms and governance structures, sound knowledge of CIVIPOL and of the functioning of an implementing operator, and demonstrated experience in consortium management, institutional coordination, and relations with the European Commission.

MISSIONS:

The Project Coordinator ensures the smooth implementation of the programme by providing strategic coordination, operational oversight, and risk management. S/he plays a central role in internal programme synchronization, consortium management, and relations with the European Commission. The Coordinator supports governance processes, contributes to decision-making bodies, and ensures that the approved workplan is effectively implemented while maintaining high standards of quality, accountability, and compliance.

TASKS:

Programme Coordination and Strategic Alignment

- Liaise closely with the Project / Component Directors and organize coordination meetings as needed to ensure coherence and alignment across the programme
- Ensure internal programme synchronization and coordination between all thematic and operational components
- Contribute to the implementation of the approved workplan and ensurealignment with contractual objectives
- Act as a liaison between the Project Directors and ensure effective communication across programme components

Team Management and Internal Oversight

- Functionally manage and oversee the Project Management Unit (PMU) staff, ensuring efficiency, coordination, and quality of outputs.
- Provide overall quality assurance and risk management for the programme.

Governance and Institutional Liaison

- Act as a liaison with the programme’s governance structure, including the Steering Committee, Advisory Committee, and ICC.
- Prepare, contribute to, and attend Steering Committee and Advisory Committee meetings.
- Represent CIVIPOL within the programme’s governance framework when required.

Relations with the European Commission

- Serve as the main point of contact with the European Commission for all contractual, administrative, and financial matters related to the programme.
- Ensure full compliance with the programme’s contractual obligations vis-à-vis the European Commission.

Consortium Management

- Manage the consortium by drafting contracts with consortium members.
- Organize and coordinate monthly consortium meetings.
- Organize the annual consortium meeting held in conjunction with the Steering Committee.
- Ensure effective coordination and communication among consortium partners.

Financial and Contractual Oversight

- Oversee programme budget allocation and expenditure in coordination with CIVIPOL Headquarters.
- Supervise all aspects related to contracts and contractual amendments.
- Ensure compliance with operational rules and procedures applicable to the programme.

Reporting and Documentation

- Provide a structured framework for activity reporting (monthly, quarterly, and annual).
- Consolidate inputs from the Project Directors into unified technical and financial reports.
- Submit consolidated reports to the European Commission in line with contractual requirements.

Technical Support and Expertise Management

- Contribute to the drafting of Terms of Reference for activities and experts.
- Support the selection process of short-term experts.

QUALIFICATIONS AND SKILLS REQUIRED:

- Proven experience in coordinating complex, multi-stakeholder international programmes or projects.
- Strong knowledge of EU-funded programmes, including contractual, administrative, and financial requirements.
- Demonstrated ability to manage teams and coordinate diverse partners within a consortium framework.
- Excellent organizational, coordination, and risk management skills.
- Strong drafting and reporting skills, particularly for periodic reports addressed to institutional donors.
- Ability to liaise effectively with governance bodies, senior management, and external stakeholders.
- High level of autonomy, reliability, and attention to detail, with the capacity to ensure compliance with contractual obligations.
- Excellent communication and representation skills in an international environment.
- Knowledge of CIVIPOL and/or the French Ministry of Interior is an advantage

LOCATION:

The post will be based in Zagreb (Croatia). Regular visits to the Western Balkan partners (once a month at least) will also be required.

DURATION:

3 years full-time, initial contract of 1 year.

REMUNERATION:

According to skills and experience.

Contract according to the status of the expert.

CONTACT:

Please send your application in English before 10/03/2026 (cover letter + CV in EuropeAid format) to the following address SPERBER.S@civipol.fret claire.avon@civipol.fr

