Local Assistant for the European Union-funded project « Enhancing protection of public spaces and critical infrastructures 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. 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 infrastructure protection in the region.

CIVIPOL, the operator of the French Ministry of Interior, will manage the project and is looking for a Local Assistant to support the project's implementation team for 32 months, starting in July 2023.

LIMITE DE CANDIDATURE

15 Juin 2023

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Europe Et Asie Centrale

Missions and task description

Under the supervision of the Project Director (PD), the Assistant will be responsible for undertaking the following tasks as follow :

- To assist the Project Director and main experts in the organization of all activities and in the follow-up of the project;
- To assist the Project Administrator and deal with all administrative and logistical aspects of the project;
- Prepare and follow-up organization of the mission of Member State experts;
- To support the lead experts in liaising with the beneficiary administrations for the planning and implementation of activities;
- Handling of official correspondence with the competent authorities;
- To assist the lead experts in the translation of reports and prepare other documents that may be required by the donor and Civipol in the monitoring of the project;
- Assist the lead experts in the preparation of the technical steering committees and other project coordination meetings;
- Liaison and communication with stakeholders especially on bookings, accommodation;
- Managing office files and records;

- Support the Team Leader in his duties and meetings, take minutes of meeting, and more generally ensure all administrative tasks required by the management of the project;
- Ensure the follow up of all data for the quality management of the project;
- All other administrative and operational duties as may be assigned by the supervisor.

Qualifications and skills required

- Good knowledge of the Western Balkan regions administrative procedures (visas, registrations, taxes…) ;
- Good knowledge of local police networks ;
- Knowledge of office software ;
- Excellent English both spoken and written language ;
- Interpretation from BCMS to English and vice versa, at meetings and other oral conversations is a plus.

Required Work Expérience :

General professional experience

- Experience in organizing events and venues;
- Experience in accounting and budget management;
- A minimum of two years proven relevant experience.

Specific professional experience

- Proven experience in working with Microsoft Excel;
- Knowledge of the administration (Ministry of the Interior a plus);
- Experience in logistics, events and mission organization;
- Administrative experience in projects funded by international donor.

Savoir-faire

- Respect a perfect discretion on the missions carried out and what is said;
- Have a sense of human contact;
- Adapt to the diversity of situations;
- Search for data and information;
- Manage a stressful situation;
- Report back;
- Work in a network;
- Mastering deadlines.

Please send your application (CV and cover letter) to perez.mi@civipol.fr before June 15th 2023


Pour postuler à cette offre, rendez-vous sur le site CIVIPOL.fr
WWW.CIVIPOL.FR