1 Project Coordinator – full time position based in Kenya

LIMITE DE CANDIDATURE

03 Novembre 2023

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

Transnational organised crime (TOC) and terrorism are among the most important threats to security and peace facing nations around the world including East, Southern and Central Africa. It is increasingly recognised that targeting the financing of and proceeds from serious criminal activities and terrorism, through financial investigations & prosecutions, as well as leveraging the powerful Anti-Money Laundering (AML) / Combating the Financing of Terrorism (CFT) framework is a key strategy to effectively mitigate these threats.

It is for that purpose the EU has financed two phases of a regional initiative implemented by CIVIPOL dedicated to enhancing national and regional capacity in this field. First in the Greater Horn of Africa (Djibouti, Ethiopia, Eritrea, Kenya, South Sudan, Sudan, Somalia, Tanzania, Uganda) and Yemen (Phase 1: AML/CFT GHoA, 2015-2018), then expanded during the second phase to some of their southern neighbouring countries (Comoros, Madagascar, Malawi, Mauritius, Mozambique and Seychelles which participated as observers) (Phase 2: AML/THB in GHoA, 2019-2022) .

Following a focus on financing terrorism (phase 1) and Trafficking in Human Beings (THB) and Smuggling of Migrants (SoM) (phase 2), the 3rd phase adopts a holistic approach to transnational organized crime. It deals with all types of TOC, namely the 21 categories of offences as defined by the FATF, which includes terrorism and the financing of terrorism (FT), to look beyond specific commodities and focus on the broader picture. It does so look more generally on illicit financial flows (IFFs) linked to criminal activities instead of solely on AML/CFT mechanisms and tools. Moreover, it was seen that a new phase should also expand the geographic coverage of the action to bring together neighbouring countries to tackle together common trans-border threats. It is for that purpose that it covers now 34 countries across Eastern, Southern and Central Africa.

The overall objective of this 3rd phase is to contribute to reduce the incidence of transnational organized crime and terrorism in Eastern, Central, Southern Africa, as well as in Yemen. To achieve this goal, two specific objectives should be achieved through this action, namely:

1. Effective, cooperative, gender-sensitive response against illicit financial flows (IFFs) linked to transnational organized crime and the financing of terrorism in national public and private entities is improved

2. Effective and gender-sensitive regional, inter-regional and international cooperation in the fight against IFFs and money laundering linked to transnational organized crime and the financing of terrorism is improved.

JOB DESCRIPTION

The coordinator will advise, support and second the Team Leader in all his duties.

He/She will have to perfom the following main tasks:

- Coordination and management of the planning of activities, human and financial resources, equipment and information associated with the project he/she is in charge of, included the short term expertise
- Contribute to the preparation, development and implementation of the project's strategic and operational agenda
- Contribute to the drafting of terms of reference for non-key / short-term expert missions, and selection of relevant profiles
- Support the identification of non key experts
- Contribute to the reports, in English, whether formal contractual reports or ad hoc studies and analyses requested by the project (including review of activity proposals, reports and publications submitted by the project's operational team for approval and proposing improvements or modifications.)
- Contribute to plan the project's activities and ensure the quality of their implementation
- Contribute to the organisation of the activities, trainings, meetings, seminars or conferences, including launch and closing meetings
- Supervise the Administrator in its duties and responsibilities, and coordinate the Project Team in close coordination with the Project Team Leader and the Project Manager
- Liaise regularly with CIVIPOL HQ, external project stakeholders and, where appropriate, attend relevant thematic and coordination meetings with government entities, UN agencies and European programmes, in close coordination with the Project Team Leader and the Project Manager
- Representation of the project and focal point for the stakeholders when the Team Leader is absent
- Organization of regular meetings with the beneficiary and the concerned stakeholders when the Team Leader is absent
- Ensure compliance with the contractual framework and procedures for its implementation with the support of the project administrator and support team.
- Travel within the region as required.

REQUIRED PROFIL

Professional Experience:

- Master’s degree in a discipline related to law, administration, finance or another relevant discipline – otherwise, at least 05 years in a discipline relevant to this assignment
- Experience in the field of international cooperation
- Experience working in international teams
- Excellent organisational skills demonstrable with relevant experience
- Working experience in the region covered by the project would be an asset

Professional skills

- Excellent level in French both spoken and written language
- Excellent level in English both spoken and written language
- Capacity to identify, analyse needs and difficulties and propose solutions
- Capacity to establish professional relations in a bilateral and/or multilateral framework
- Capacity to establish professional relationships in a bilateral and/or multilateral setting
- Excellent reporting skills (write structured, high quality reports)
- Ability to negotiate and facilitate inter-institutional dialogues
- Computer skills: Microsoft Word, Excel, Power Point

Soft skills

- Organization, rigor, flexibility and great autonomy
- Ability to work in teams and on multiple files in parallel
- Diplomacy and experience of institutional relations
- Priority and contingency management
- Have good writing and relationship skills
- Stress management
- Ability to work in difficult areas

PLACE AND DURATION

- Place: Position based in Kenya, Nairobi, with business trips in Horn of Africa and Europe
- Working language: English
- Duration of the assignment: 10 months, from 1st December to 30th September 2024

Please send your CV and cover letter to Jade CHEMAMA: Chemama.j@civipol.fr

