

18/02 '04 16:03 FAX 234 9 4133147

E.C. DELEGATION ABUJA NIG

002

JOB PROFILE	JOB REQUIREMENTS
<p style="text-align: center;">JOB FRAMEWORK</p> <p>Job Title: Adviser Job location: Abuja Area of Activity: Support to civil society Category: A Situation: Vacant</p>	<p>EDUCATION AND TRAINING University Degree relevant for the sector, preferably involving Development Studies or Sociology.</p>
<p style="text-align: center;">JOB CONTENT</p> <p>Overall purpose To provide expertise to the Delegation to ensure proper appraisal, implementation and monitoring of EC programmes and activities in the area of support to civil society, and to ensure proper inclusion of civil society as a vital stakeholder in all other programmes.</p>	<p>EXPERIENCE A minimum of two years experience in the area of development cooperation.</p>
<p>Functions and Duties Report to the responsible Official in the Delegation and is required in particular to:</p> <ul style="list-style-type: none"> • Review trends in the structure, role, strengths and weaknesses of civil society, current support activities undertaken by the international community and identify support gaps and possible roles for the EC. • Establish and maintain close relations with actors across the range of Nigerian civil society • Contribute to the further development of EC policy and operational strategies with respect to civil society. • Initiate and participate in the identification and all subsequent stages of project formulation and preparation of new activities to be supported in the area concerned. • Monitor the implementation of the EC funded programmes inter alia by reviewing and approving annual work-plans and report and monitor progress in the field. • Report on activities in the sub-sector and on project implementation. • Represent the Commission in Project Steering Committee meetings and fora relevant for the sector. • Ensure that implementing agencies properly follow EU regulations and procedures for the implementation of the projects. • Review and approve all technical aspects of supporting documentation before payment. • Promote and ensure better co-ordination with EU Member States and other donors and stakeholders involved in the sub-sector. 	<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Specialist knowledge (know what) A sound understanding of project management and monitoring, policy development principles and civil society structures. Experience of working with civil society organisations and understanding of the dynamics of the associative sector. • Technical knowledge (know how) Good knowledge of administrative and financial procedures including tender and contract arrangements.
<p>In the performance of the above-mentioned duties the adviser will work closely together with other members of the Delegation and in particular the Operations staff.</p> <p>The adviser may be required according to the evolution of the portfolio of projects to perform the functions and tasks described above for other sectors.</p>	<p>SKILLS</p> <p>Linguistic skills Fluent in English</p> <p>Communication skills Excellent communications skills (both written and oral)</p> <p>Interpersonal skills Ability to work as part of a multidisciplinary team in a multi-cultural environment, but with a degree of autonomy and interaction with Nigerian authorities. Ability to establish and maintain external contacts and working relationships with other stakeholders.</p> <p>Intellectual skills Excellent analytical skills for assessment of development projects, synthesise information and reporting. Creativity in problem solving and ability to adapt behaviour and way of working to situations.</p> <p>Management skills Good capacity of organising and co-ordinating</p>
	<p>PERSONAL QUALITIES Initiative, energy, ability to work without constant supervision. Teamworker.</p>