## JOB DESCRIPTION

## REGIONAL COORDINATOR

## OVERSEAS COUNTRIES AND TERRITORIES OF EUROPEAN UNION

Sint Maarten, Caribbean Region

CDDU Duration 12 months (renewable up to 28 months)

# Project presentation

In accordance with the commitments of the European Union with its Overseas Countries and Territories, and those of the United Kingdom, and in particular the Overseas Association Decision (OAD) and the 2015-2020 strategy of the Overseas Countries and Territories Association (OCTA), the Thematic Programme Green Overseas (GO) is dedicated to the 25 European and British Overseas Countries and Territories (OCTs). The GO Programme aims to contribute to the sustainable, resilient & inclusive development of these countries and territories. Two specific objectives are targeted, namely: (i) strengthening their resilience to climate change; (ii) supporting their energy transition towards a low-carbon economy. This 17.8 million euros programme is funded by the EU and implemented by Expertise France (EF).

The main beneficiaries are the 25 European and British OCTs, including their governments, national, regional and local authorities, the private sector, civil society actors and citizens.

The OCTs include:

* Aruba, Bonaire, Curação, Saba, Sint Eustatius, Sint Maarten ;
* Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Montserrat, Pitcairn, South Georgia and South Sandwich Islands, St Helena, Ascension Island, Tristan da Cunha, Turks and Caicos Islands;
* French Polynesia, French Southern and Antarctic Territories, New Caledonia and Dependencies, Wallis and Futuna Islands, Saint Barthélemy and Saint Pierre and Miquelon;
* and Greenland.

The programme team consists of:

* A coordination unit based at EF's head office in Paris (Programme Director, Programme Coordinator, Administrative and Financial Manager, Communications and Media Manager, Project Assistant, Logistics Assistant, Remote Territories Coordinator),
* Regional field coordinators based in the Pacific and in the Caribbean,
* Technical experts focusing on the program's priority themes and issues (Resilience, Energy, Monitoring & Evaluation, Communication & Visibility).

Short-term experts also contribute to the program on an ad hoc basis, according to the needs expressed by beneficiaries and the activities to be implemented.

Since the start of the Programme, the team has been in constant, in-depth dialogue and liaison with program beneficiaries and partners, in order to identify the needs of the targeted OCTs and respond to them with a strategy and appropriate intervention methods and activities (see <https://green-overseas.org>).

Particular attention has been and is being paid to the involvement of all stakeholders (beneficiaries, civil society, local population, funding institutions, etc.), in order to ensure a continuous, participatory management of the programme. Encouraging beneficiaries to take ownership of the programme is also critical to the programme's success.

# mission description

Reporting to the Programme Director based at EF headquarters in Paris, the Regional Coordinator will coordinate the operational implementation of the GO programme from Sint Maarten for the Caribbean region (Anguilla, Aruba, Bonaire, British Virgin Islands, Cayman Islands, Curação, , Montserrat, Saba, Saint Barthélémy, Sint Eustatius, Sint Maarten, Turks and Caicos Islands).

To this end, the coordinator will work with the programme team and the service providers and technical experts responsible for implementing the programme's activities (Resilience, Energy, Monitoring & Evaluation, Communications and Visibility).

The Coordinator will be responsible for the successful implementation of the Programme in the Caribbean OCTs, in particular for carrying out the following tasks (this list is not exhaustive):

* Animation of regional networking operations and coordination with partners
* Identify, liaise and coordinate with relevant partners (focal points and representatives of beneficiary countries and territories, donors, relevant initiatives and in particular the RESEMBID Programme – see https://resembid.org/, experts etc.) for the Programme across the target area;
* Maintain regular contacts with the Programme's stakeholders across target area;
* Prepare, coordinate, participate in and facilitate workshops and meetings of the Programme across target areas;
* Participate in appropriate events and representation/field missions in the target Overseas Countries and Territories;
* Develop, coordinate and implement actions which will raise the visibility of the Programme, Expertise France and the donor and ensure the dissemination of any and all relevant feedback as required and considered “best practice” methodologies to support the Programme’s success;
* Carry out an active watch across the target OCTs and area, with particular attention being paid to the specific intervention sectors of the Programme.
* Operational implementation of Programme activities at a regional level
* Participate in the identification and selection of experts who can intervene effectively across the target OCTs and area;
* Coordinate and facilitate the effective participation of technical experts in the thematic areas (Energy, Resilience, Communication, Monitoring and Evaluation, etc.);
* Participate in the capacity building of the Programme's partners across the target OCTs and area;
* Identify pilot projects and activities to be implemented by the Programme across the target OCTs, ensuring effective and systematic consultation with territorial and national parties;
* Supervise the effective implementation of the projects financed across the target OCTs and area;
* Anticipate and participate in mitigating potential risks (political, diplomatic, technical, financial, HR...) and develop contingency plans, in support of the Programme Director and the Programme Team.
* Coordination with the headquarters based Programme Team: logistics, administration and finance
* Provide, as required, appropriate Programme operational management tools (planning, monitoring, budgets, etc.) and ensure timely and accurate feedback to the headquarters based Programme Team;
* Coordinate, in collaboration with the headquarters based project assistant, all logistics of activities (organisation of missions, events, meetings, etc.) associated with the target OCTs and areas, and ensure the proper management of any administrative and or financial or related activities;
* Ensure timely and accurate reporting of deliverables associated with the target OCTs (deadlines, technical content, budget, etc.) in coordination with other team members as required.

This job description is not exhaustive, in general the Coordinator is a key implementing guarantor of the outputs and projected achievements of the contractual objectives of the programme. She/he and will be called upon to carry out any activity deemed to be necessary to ensure Programme goals and objectives are achieved on time and within budget, and to the satisfaction of the beneficiaries.

# PROFIL

**Skills required**

* Master's degree in a relevant discipline (engineering, environment, international relations, development economics, international project management, etc.),
* Strong capacity to adapt and work in a demanding context and in a multicultural environment,
* Well developed and proven coordination and/or team management skills,
* Capacity for institutional representation,
* Perfect command of office automation tools,
* An excellent command of English, both written and spoken, is essential,
* A good command of French, both written and spoken, is strongly desired,
* Good knowledge of issues related to climate change resilience and energy transition.

**Professional experience**

* Successful experience of at least 10 years managing international cooperation and/or technical assistance projects in the field of environment and/or climate change, ideally with EU funding,
* Procurement and monitoring of contracts,
* Experience in multi-country coordination and in one/several overseas countries or territories in the Caribbean region is strongly desired.

# recruitment process

Any applicant must provide the following documents:

* A cover letter
* A CV with at least three reference contacts (supervisors) with experience relevant to the position

Application deadline: September 28th 2023

Desired start date: As soon as possible

Applications will be analysed as they are received. Expertise France reserves the right to select a candidate before the application deadline. If you do not receive notification by 01 November, you may consider your application unsuccessful.

Competitive salary commensurate with level of experience and qualifications.