

Junior Events and Procurement (non-key) Expert

Situation / Position: Operations Department / Peace, Stability and Security Department / Global Threats Team / Hybrid Threats Unit / EU-LAC project

Mission

The Junior Events and Procurement Expert will be supervised by the EU-LAC Long term Cybersecurity Expert and managed by the Project Manager. He/she will have frequent exchanges with the Project Manager and Project Assistants of within the Hybrid Threats Unit at Expertise France HQ in Paris.

The position requires a high degree of autonomy and relational skills in order to work in a European, international and multicultural environment, as well as an excellent command of English and Spanish. Missions abroad are foreseen.

Indicatively and non-exhaustively, the Junior Events and Procurement Expert's tasks will include:

Supporting activity planning:

- Support the team in the pursuit of the cybersecurity dialogue, by responding to emerging logistical needs (establishing Mission Orders, booking flights/trains, visa procedures, identifying hotels and conference rooms, organising airport shuttles) in accordance with EF procedures and French public procurement law.
- Based on identified needs, drafting of service contracts (translators, interpreters, hotels, conference rooms, shuttle services), as well as other related documents (award minutes, Verification acuity, etc.) prior to signature by head office.
- Monitoring supplier advances and invoices for field activities and field office cash (when relevant).
- Supply of documents required for activities in conference rooms (badges, nameplates, attendance lists, activity evaluation forms, per diem receipts).

Supporting activity implementation:

- Registering the attendees during activities (in charge of the registration desk): ensuring the signature of the participants lists', preparation and distribution of per diems and collection of supporting documents (boarding passes, visa invoices, etc.).
- Preparing and distributing *per diems* and retrieving supporting documents from participants/experts (boarding pass, etc.).
- Preparation, distribution, collection and scanning of documents completed during activities (attendance lists, activity evaluation forms).
- Preparing, distributing and collecting evaluation forms during activities.

Supporting activity and project closure:

- Collecting and preparing supporting documents required for payments and submitting payment requests to HQ.
- Consolidating basic evaluation data (e.g. number of participants, female/male ratio).
- Archiving project documents on Wimi in preparation for audits.
- Gather the supporting documents needed to make payments (invoices for services and ERFs) for payment.
- Participate in the closing of outstanding advances.
- Follow-up on payment of final project invoices.

Agency and project context

Expertise France is the French public international cooperation agency. It designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action.

The agency coordinates and implements national- or regional-scale projects in major areas of public action:

- Democratic, economic and financial governance
- Peace, stability and security
- Climate, agriculture and sustainable development
- Health and human development.

In these fields, Expertise France carries on missions of engineering and the implementation of capacity building projects, of expertise mobilisation, and a function of coordinator associating both public expertise and private sector's skills.

The *EU-LAC High-level Policy Dialogue on Digital Policy and Regulations* project corresponds to Pillar 1 of the **EU-LAC Digital Alliance**, focused on regulatory and policy cooperation between Latin America and the Caribbean (LAC) and the European Union (EU). It aims to bring together LAC and EU policy makers, to build consensus and partnerships on digital policy and regulatory matters, and to work together on digital governance, harmonisation of standards, legal and regulatory digital environment, and alignment of digital policies.

The **overall objective** of this project is to accelerate the digital transformation in LAC by building a strong, comprehensive and mutually beneficial engagement on digital issues between the EU and LAC, and strengthening the EU's role as a key partner and player in the digital area.

The **specific objective** is to improve regulatory harmonisation of inclusive and sustainable digital policies and governance mechanisms for digitalisation, along common values and interest for the LAC and EU regions.

Expected Results

The Action is expected to contribute to increase coordination between LAC policy, regulatory stakeholders and specialised agencies, and EU Institutions and Member States. It is also expected to improve digital governance, creating the institutional mechanisms for dialogue and cooperation at the national, cross-border/sub-regional and regional levels.

Finally, it can contribute to build capacities among policy, regulatory stakeholders, and specialised institutions in LAC to design digital policy and regulations based on consensus between LAC and EU regulatory stakeholders and in line with sustainable, safe and fair standards.

It is expected that at least 4 high-level dialogues and 16 demand-driven regional policy dialogues will be organized in the framework of the Action, covering key topics related to:

1. Data Governance (conducted by FIIAPP)
2. e-Governance (conducted by eGA)
3. Cybersecurity (conducted by Expertise France)
4. Connectivity (conducted by GIZ)

Expertise France is responsible for Output 3 (Cybersecurity). Regulatory Governance is treated as an overarching theme, wherefore the four Outputs will contribute to this thematic priority area. Expertise France will focus on strengthening the capacities and partnering among LAC policy, regulatory stakeholders and specialised institutions to design cybersecurity policy and regulations based on consensus between LAC and EU regulatory stakeholders and in line with sustainable, safe and fair standards.

Qualifications and skills

- Higher education degree in administrative management, events, tourism or related fields.
- Proficiency in Microsoft Office tools (mainly Excel and Word).
- Familiarity with tools and technologies used in travel management (platform etc..).
- Ability to adapt quickly to the work environment.
- Excellent organisational skills and attention to details.
- Good time management and ability to prioritise multiple and competing deadlines.
- Problem-solving skills, flexibility and the ability to respond calmly and creatively to emergencies.
- Responsiveness and good interpersonal skills.
- Excellent communication skills and fluency in written and spoken Spanish and English. French command would be an asset.
- Interest in international cooperation.

Work experience

- Experience of at least three years in a similar position.
- Experience as a tour operator and event organiser would be an asset.
- Experience with high-level political officials, embassies and international organisations would be a strong asset.
- Understanding of Latin American and Caribbean institutions and agencies in the field of digital affairs, and their mandates and roles would be an asset.

Additional information

- Location of the mission: Bogotá, Colombia (preferred) with regular travels in Europe and Latin American and the Caribbean.
- Start date: As soon as possible