

TEI INCLUSIVE SOCIETIES

Job description

Project officer - Coordination Unit Support

Context

Latin America and the Caribbean (LAC) are currently facing a challenging global geopolitical and economic environment characterised by uncertainty and a series of crises. The region is struggling to recover from the social and economic impact of the COVID-19 pandemic and return to the financial levels of 2019. According to the Economic Commission for Latin America and the Caribbean (ECLAC, 2022), inflation rates are high, and labour informality is growing. Fiscal space remains limited. The pandemic added almost 50 million more people to the poverty line, and the region is trying to reduce poverty and inequality while experiencing a precarious recovery of jobs. The region continues to face high levels of inequality, particularly regarding income, making it one of the most unequal regions in the world. To collaborate in addressing these challenges, this Project aims to promote social cohesion, gender, socio-economic equality and tackle social issues.

This Project based on the long-standing strategic partnership of the European Union (EU) and Latin America and the Caribbean, aims to foster the social dimension of the Global Gateway (GG) in LAC, bringing a participatory and multistakeholder approach to the GG Investment Agenda (GGIA) and providing an opportunity for collaborations among the public, private, and non-profit sectors in their respective roles.

The Project main objective is to contribute to tackle gender and other inequalities, reduce poverty and social exclusion, and enhance social cohesion within and between LAC countries, through 3 specific objectives:

- 1. Improving equal access to social rights, social services, and justice for vulnerable groups in all their diversity, notably women, children, and youth, and the bottom poorest 40% income or wealth households.**
- 2. More inclusive, accountable, and transparent public institutions promoting equity-driven and gender-responsive public finance models to reinforce social policies and protection systems, with special emphasis on women, children, and youth, and the bottom poorest 40% income or wealth households.**
- 3. New solutions able to foster and unblock investments that boost social innovation, the resilience of social systems, and just, socially responsible, and inclusive green and digital transitions.**



The Project is funded by the EU (DG INTPA) and implemented by six partners that have a strong commitment to work together with other EU Member States and partner countries to address global challenges, mitigate their consequences and allow a social, green, and digital transition while upholding human rights, democracy, good governance, the rule of law and gender equality. The members of the consortium are:

- The Spanish Cooperation (AECID and FIIAPP) – with FIIAPP as the leader of the consortium;
- The French Cooperation (AFD Group with Expertise France as main implementing agency);
- The German Cooperation (GIZ);
- The Italian Cooperation (IILA and AICS).

The Project started on the 17 December 2024 and will have a duration of 4,5 years. It aims to cover the LAC region with a focus on some strategic countries, with a total budget of 43M EUR.

Position

Presentation of the Coordination Unit:

The Coordination Unit (CU) will be a central component of the Inclusive Societies project, providing comprehensive support to the entire project team, composed of members from various implementing agencies within the consortium, all working together under the principle of "delivering as one team". The CU's primary role will be to define and, more importantly, ensure the proper implementation of Standard Operating Procedures (SOPs). These SOPs will detail for each of the key business processes, the critical stages, roles and responsibilities within the team, the reference documentation to use, and the validation processes to follow. The CU will facilitate strategic decision-making, integrate operational planning, and manage a robust information system to enhance coordination and accuracy. It will also offer support in administration, finance, quality control of cross-cutting issues, and the planning and execution of monitoring, evaluation, accountability, and learning (MEAL) for actions and activities in target countries and regions. Additionally, the CU will address critical issues such as gender and other inequalities, ensuring all project activities align with specific markers/objectives. Operating in a decentralized manner, the CU will enhance project efficiency and ensure effective implementation

across all project facets, promoting sustainable and successful outcomes through informed and cohesive strategies.

Presentation of the position:

Under the direction and supervision of the Head of the Coordination Unit (HCU), the **Project Officer (PO) in charge of giving support to Coordination Unit** will participate to all strategic planning and operational management tasks of the CU.

The PO of the CU will be responsible for the following non-exhaustive responsibilities and tasks:

- **Management of the programme information and of the information system (software)**
 - Organize and plan coordination and consultation meetings with the HCU, Head of Components and Action Coordinator;
 - Draft and disseminate meetings minutes and reports;
 - Review, consolidate, and finalize programme documents;
 - Share the programme information among all consortium members and teams;
 - Identify and manage the collaborative tools (Teams, Sharepoint,...);
 - Oversee the electronic and physical archiving processes and tools;
 - Maintain and manage the internal information system;
 - Supervize and update the use of the Information Management systems.
- **Facilitate the organization and functioning of the governance bodies**
 - Organize and plan coordination meetings (invitations, agendas, logistics, etc.) and all governance bodies meetings, in close collaboration with the management team;
 - Prepare and share meetings minutes, reports, agreements and do the follow up;
 - Organize and update a shared agenda of all governance meetings;
 - Assist in the organization of high level meetings and events related to the CU (ensuring effective planning, execution, and follow-up);
- **Update of the planning, follow-up and coordination tools**
 - Assist the development, review, and adjustment of the project's work plans and monitoring plans;
 - Assist to the preparation of support documents for steering/monitoring committees or any meeting when requested;
 - Work on the consolidation and organization/harmonization of the programme data and information;
 - Participate on compiling and distributing detailed reports on project progress.
- **Capitalization**
 - Capitalize on the outcomes of the CU work by documenting and disseminating best practices, lessons learned, and success stories;
 - Participate actively in communication, visibility, and knowledge management events.

The profile of the PO should comprise the following elements:

- Relevant university degree related to programme management in international cooperation and development sector (e.g., political or social sciences, international cooperation, project management, or any other relevant field);
- At least 3-5 years of work experience in national, regional or large scale co-operation programmes in Latin America and the Caribbean;
- Ability to work collaboratively with diverse stakeholders;
- Demonstrated ability to provide strategic assistance in complex, multi-stakeholder environments and to be proactive;
- Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and meet deadlines;
- Availability to travel in EU and LAC countries;
- Proficiency in Microsoft tools, especially Teams and SharePoint
- Excellent written and oral communication skills in English, French and Spanish is essential (reports, minutes, summaries). Knowledge of Portuguese will be considered an asset;
- Autonomy, attention to detail, flexibility;
- Team spirit and discretion.

Complementary Information

- Job location: Paris, France
- Contract information: the contract period is for 12 months (possible to be renovated / extended). We offer an EF contract with a competitive salary and benefit package which includes comprehensive insurance cover, social security, pension contribution, etc.
- Starting date: as soon as possible (Mai/June 2025)

Application

Documents to be provided:

- A CV
- A cover letter
- Three business references including email and telephone contacts
- Applications must include the project reference: 24PSE0C007 – TEI-SI / PO – Coordination Unit Support

Candidates interested in this opportunity are invited to submit their application as soon as possible. Expertise France reserves the right to pre-select candidates before the recruitment closing date.