

JOB DESCRIPTION

Senior Field Project Coordinator– Jordan

Position title:	Field Project Coordinator for the project « Support to the Jordanian Security and Defence Forces » – Jordan
Country or geographic area:	Amman, Jordan. Position based in Amman, with occasional travel outside the capital to Ruweishid in Mafraq Governorate.
Length of the mission:	Long term (12 months renewable)
Type of contract:	CDDU
Deadline:	03/01/2022

Project description:

Over the past decade, Jordan's security has been suffering from increasing pressure on its borders and on Jordanian law-enforcement actors and security agencies. EU decided to support the coordination and sustainability of civil-military operations in the Eastern part of Jordan through the Integrated Border Management (IBM) program. The provision of a multi-logistical hub in Ruwaished was meant to be a part of this program.

Therefore, the European Union funds an initial project named "Reinforcing Jordan capabilities at the Eastern Border" implemented by Expertise France. This project allows the construction of an Administrative and Logistical Hub in Ruweishid, in the Mafraq Governorate, to ensure a better border management on this strategic area. It was inaugurated on the 27th of May 2021, and has reached its initial operational capabilities after 24 months of implementation.

In order to improve the sustainability of the Hub, the Netherland Ministry of Foreign Affairs supported by the French Directorate for Security and Defence Cooperation (DCSD) provided additional funding. This second project named "Support the Jordan security and defence Forces" will improve the actual Hub and reinforce the capacity building component of the initial project.

Position description:

Under the responsibility and guidance of Expertise France HQ (Peace and Stability Department P2S/ Capacity-Building for Defence and Security Forces RFDS), the Senior Field Project Coordinator is responsible for ensuring and supervising the implementation of the project in all its components.

The Senior Field Project Coordinator represents the project in the field towards the national authorities, the European Union representations and mission and all technical and financial partners. He/she supervises the project team on site as well as the deployed experts.

The Senior Field Project Coordinator is responsible for the day-to-day management of the project on behalf of Expertise France Project Management Team, within the agreed limits.

The Senior Field Project Coordinator's primary responsibility is to ensure that the project delivers the required outputs within the time, cost, quality, scope, risks and deliverables specifications.

Responsibilities:

Overall, the Senior Field Project Coordinator is responsible for the day-to-day implementation of the project and the achievement of the objectives defined by Expertise France according to the criteria of time, costs, quality, scope, risks and expected results set out in the contract between the Dutch Ministry of Foreign Affairs, the Directorate for Security and Defence Cooperation (DCSD) and Expertise France.

The Senior Field Project Coordinator must be able to support the technical experts under his/her supervision in the diagnostic, implementation, monitoring and evaluation phases. He/she will ensure that the support provided by the international experts is fully adapted to the needs of the national partners and that the relationship is based on partnership and trust.

The Senior Field Project Coordinator is responsible for planning, steering and monitoring project activities and measuring results according to appropriate indicators. He/she will manage the production of deliverables and outputs, taking responsibility for the overall progress and use of resources and initiating - in consultation with the EF team - corrective actions if necessary.

He/she will work with Expertise France HQ to ensure compliance with administrative and financial management, procurement and logistical procedures for project activities, and will advise and guide the technical teams in charge as required.

He/she will ensure good coordination and smooth exchanges and sharing of information between the HQ Project Management Team and all stakeholders: donors, national partners, technical and financial partners, etc.

He/she will prepare technical and periodic reports, and ensure good communication and visibility of the project.

He/she will coordinate the teams on site (international and local experts) and ensure compliance with the security measures defined in conjunction with Expertise France Security Manager.

Tasks:

In more detailed but not exhaustive terms, the Senior Field Project Coordinator is expected to:

- Plan, prepare and implement project activities, with the assistance of project component experts, short-term experts and contractors mobilised for specific activities;
- Ensure the good coordination between short-term experts and contractors mobilised for specific activities;
- Plan, coordinate and supervise the work of the team in the field;
- Supervise the progress of the project, ensure the most efficient and relevant use of the resources made available and take corrective action if necessary, in accordance with the procedures established by Expertise France;

- Ensure regular reporting to Expertise France HQ Project Management and to the stakeholders on the project activities, the evolution of the project's indicators defined in the logical framework as well as the overall evolution of the situation in the areas of intervention;
- Supervise the preparation of interim, progress and final reports by the team and finalise them according to the guidelines of Expertise France HQ and donors';
- Identify the risks and impacts associated with the implementation of activities, propose corrective measures to Expertise France HQ and implement adaptation plans if necessary.

Skills:

- Excellent command of strategic planning methods and the project cycle;
- Excellent project management skills (technical, administrative and financial follow-up);
- Ability to ensure the formulation of a project, supervise its implementation and ensure its monitoring and evaluation in close collaboration with the national counterpart, donors and Expertise France HQ;
- Knowledge of European, French and international donor procedures for delegation's project cycle management;
- Good knowledge of public procurement procedures, particularly in the context of works contracts desired;
- Knowledge of security issues in fragile contexts and of the security sector desired;
- Good knowledge of security issues in the Middle East and in particular in Jordan desired;
- Proven ability to coordinate and manage teams;
- Ability to build trusting relationships with private partners, national partners and external actors and to continuously demonstrate an open mind;
- Proven expertise in multi-stakeholder consultation and institutional dialogue;
- Proven ability in conflict resolution;
- Good adaptation and understanding of complex situations;
- Strong written and oral communication skills, in French and English, including the ability to prepare quality reports, formulate positions on sensitive issues and defend them before the authorities;
- Oral and written communication skills in Arabic would be an asset;
- Constructive, energetic and positive work attitude;
- Ability to work under pressure in an often difficult environment;
- Ability to understand security issues, to ensure compliance with security rules and to make proposals to Expertise France Security Manager.

Qualifications and experience:

- Master's degree or equivalent in international cooperation project management, political science, security studies, law or equivalent;
- At least 10 years of professional experience in international project management and/or the security sector;
- At least one relevant experience in a project coordinator and team leadership position;
- Experience working abroad, particularly in fragile contexts. Experience in Middle Eastern countries would be an asset.

Application:

Applications must be sent via [Expertise France's GEX recruitment platform](#) and must include a CV and a cover letter specifying the reference of the position. Incomplete applications will not be evaluated.

Please consider your application as unsuccessful if you do not receive a reply from us within 05 weeks.

Candidates interested in this opportunity are invited to submit their application as soon as possible. Expertise France reserves the right to proceed with the pre-selection before this date.

NB: Registration in Expertise France pool does not constitute recruitment and requires an application procedure for a specific position.

Selection:

The selection process for the Field Coordination will be conducted in the following sequence:

- Review of applications received and extended shortlist established by Expertise France;
- First interview with Expertise France Project Manager(s) and/or Unit Coordinator;
- Evaluation and selection of candidates for the second interview;
- Second interview in two parts:
 - Peace, Stability and Security (P2S) Department management;
 - Expertise France Human Resources Department.
- Final validation of the chosen candidate with a non-objective notification of donors.
- Communication to the selected candidate and start of the integration-training phase.

NB: Expenses related to any travel to Paris for the above-mentioned interviews are at the candidate's expense and will not be reimbursed. Interviews may be conducted remotely, at the discretion of Expertise France.

The integration-training phase of the successful candidate will include the following steps:

- (during a first phase at the headquarters in Paris) Welcome at Expertise France HQ, administrative formalities and preparation for departure (training on the project environment (context, actors, etc.), Expertise France procedures, project configuration and governance, mission, safety and security, procurement management, etc.);
- (during a second field phase in Amman) Installation of the Field Coordinator, including introduction to institutional contacts (EU, French Embassy, etc.) and project partners; practical installation (accommodation, etc.).

NB: During these two phases, the candidate will learn all the knowledge he/she needs to master before being officially appointed by Expertise France.