

## REFERENCE (REF. 611) Seconded Project Officer

The International and Ibero-American Foundation for Administration and Public Policies F.S.P. (herein FIIAPP), needs to recruit a project officer for the Team Europe Technical Assistance Facility (TE-TAF) to support the AfCFTA and African economic integration.

The main objective of the TE-TAF is to contribute to African economic integration, mainly by supporting the implementation of the AfCFTA, whose main objectives are the creation of a single continental market for goods and services, free movement of entrepreneurs and investments, the future establishment of a customs union, harmonisation of intra-African trade, improvements to industrial competitiveness, access to continental markets and production factors, elimination of intra-African customs duties and the reduction of non-tariff barriers.

This is a delegated European Union cooperation programme in which FIIAPP is participating as the implementing partner with GIZ and EF.

The programme, already underway, has an initial duration of 33 months, scheduled until September 2024 with an extension of the implementation period under negotiation.

A temporary employment contract is offered at the project offices in Accra, Ghana.

**The salary for this position will fall within a range of €58,000 - €62,000 gross/year.** The experience and technical/professional skills of the candidates and the particular conditions of the position will be taken into account, among other factors.

The deadline for receiving applications is **18 July 2023**.

This call will abide by the principle of equal treatment between women and men with regard to access to employment, in accordance with Article 14 of the Spanish Constitution, Organic Law 3/2007, of 22 March and the Resolution of 29 December 2020, issued by the General Secretariat for Public Function, containing the Agreement of the Council of Ministers of 9 December 2020, which approves the Third Plan for Gender Equality in the General Administration of the State and Associated or Linked Public Organisations.

### JOB FUNCTIONS

- Implementation of Technical Assistance assigned to FIIAPP within the programme framework.
- Meetings with partners, experts, funders, etc.
- Budget estimates, activities follow-up and monitoring, in coordination with the rest of the team.
- Search for and coordinate the means to resolve incidents that arise in the execution of activities and projects.
- Participation in the search for experts and negotiating their recruitment.
- Support organising events and missions.
- Supervise and control the logistics related to project activities.
- Coordination to document and record the necessary information in audits.

- Monitoring contracts, technical assistance, deliverables, etc.
- Support in monitoring and evaluation, and internal reporting.
- Domestic and international travel when necessary.
- In general, represent the interests of FIIAPP and European cooperation on site.

#### **REQUIREMENTS** (ALL these must be met to be able to apply for the position)

- Higher University Degree.
- Professional experience of at least five years in the field of international relations and/or international cooperation.
- At least two years' professional experience in technical management of cooperation projects financed by the European Union.
- English level C1.
- Spanish level C1.
- Knowledge of Microsoft Office, particularly Excel, user level.
- Availability to travel internationally.
- Availability to join immediately and work permit in Spain as an employee.
- Applicants must not have been dismissed by means of a disciplinary sanction, from the service of FIIAPP, or from any other position with a Public Administration, public powers and their related or dependent bodies, both national or foreign, either as a public official or as an employee; nor be in absolute or special disqualification for jobs or public positions by court decision either in Spain or abroad.

#### **MERITS**

- Other education/training in International Relations, Public Policy, International Cooperation, or the European Union. (CV)
- Professional international cooperation experience in Africa (field missions of more than six months). (CV)
- Professional experience in trade policies, investment, trade facilitation, rules of origin, competition, and other trade-related issues. (CV)
- Additional professional experience in the technical management of cooperation projects financed by the EU -apart from the indicated in requirement 3. (CV)
- Professional experience in procurement and/or Spanish public tendering. (CV)
- French level. (CV + TEST)
- Specific knowledge related to the functions described for the performance of the position. (Test)
- General suitability of the profile to the position, especially appreciating the ability for interpersonal relationships at all levels, the ability to work in a team, planning and organisation capacity and adequacy of skills and profile for the position. (Interview)

Candidates **must submit** the following documentation to apply for the position:

#### **MANDATORY**

**-Curriculum Vitae**

**-Form COMPLETED.** Click on the [following link](#) to access and complete the

**requirements / merits form and data protection clause** for the call. To enable us to properly check and assess your application, in accordance with the Terms of Reference of the call, you must **provide clear** information about the requirements and merits.

**-Work life certificate** Certificates issued within the last three months from the date of publication of this call are considered up-to-date.

## **OPTIONAL**

**-Official language certificates.** Candidates who have completed a selection process with FIIAPP within the five years prior to the date of this call will be exempt from taking the language test, **provided the language test was administered by an external provider** and that the required levels of this course were passed. Likewise, candidates will also be exempt who provide **Official language certificates, with a maximum date prior to five years, counting from the date of publication of this call.**

Certificates obtained due to attendance on language or training courses **are not considered official.**

Regarding the language test, **level tests will ONLY be repeated** when, having completed one within the framework of a FIIAPP selection process and not having reached the required level, at least **one year** has elapsed since the previous test or **documented proof** that the person has stayed for at least **three months in the country** whose language is being tested, or has completed **intensive training (60h)** in the language.

Applicants who have participated in a selection process with FIIAPP in the five years prior to the date of this call will also be **exempt** from the **Excel test.**

Once the **form is completed and you have clicked the submit button it will be received automatically** by the FIIAPP Human Resources Department. We recommend that you take time to review the information in the form, before clicking send, since only one response per application is allowed.

Your **CV, up-to-date work life report**, and in case of opting for the language test exemption, the **official certificate(s), must be sent, preferably**, electronically to the address [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es), entering the job REFERENCE of the position for which you are applying. You can also send your application by post to the FIIAPP headquarters, addressed to Dpto. De RRHH, Calle Beatriz de Bobadilla, 18 - Madrid 28040, also writing the job REFERENCE on the envelope.

**ALL** documents, mandatory and optional if applicable, must be submitted before the deadline. If you do not submit all the documents **correctly and before the deadline**, you will be **excluded from the selection process.**

After the deadline for receiving applications, candidates who have submitted their documentation on time will receive an email with a **personal identification code.** This code will be used throughout the selection, development and resolution process, and will safeguard your personal data.

The selection process will have several phases:

- The **CV screening** phase, to validate compliance with the requirements established in the call.
- **Merit assessment** phase. Depending on the number of applications that pass the previous phase, the Selection Board may determine a minimum merit score to determine the number of applications that will go through to

the next phase.

- **Evidence** phase: completion of language, knowledge and/or skills, Excel test/s. Likewise, the Selection Board may determine a cut-off mark in the knowledge test, to determine the number of candidacies that will be called for an interview.
- **Interview** phase: aimed at assessing the general suitability of the profile to the position, assessing the candidates against the level of technical and professional skills required for the position.

**Under normal conditions**, the selection process is sequential, that is, an application that does not meet the requirements (CV screening phase) will not go to the merits evaluation phase, and so on with the testing phase and the interview phase. It may be that, **for urgent reasons**, more than one phase may be conducted simultaneously. For example, a candidate may be called in for a language test, with the aim of verifying compliance with the requirement, while assessing their merits, without this implying that the CV screening phase has been passed.

Throughout the selection process, candidates may also be asked for **references** or for **documentation** that confirms the veracity of certain requirements and merits.

The day after the position is awarded, the decision **will be published on the FIIAPP website**, together with the reference code, the **identification codes** of the person awarded the place, as well as the people on the waiting list, if any, in descending order, from highest to lowest, according to their overall score obtained in the process.

The **validity of the waiting list** of the process is **two years**. This means that if within that period, a vacancy with similar characteristics, requirements, etc. arises to this one, the waiting list will be revisited, in the established order, to fill the vacancy, before carrying out a new selection process.

The **salary band** established in this call refers to the position subject to this recruitment process. To cover other needs with a profile similar to this one, that is, if the waiting list is used, the salary range will be determined based on the position and specific project in question.

The candidate will have ten (10) business days from the day following the publication of the award to appeal against the selection process, this appeal may be sent by email to the following address: [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es). The HR Department, together with the General Secretariat, will resolve claims presented with grounds. For more information, contact the FIIAPP Human Resources Department by email [seleccionrrhh@fiiapp.es](mailto:seleccionrrhh@fiiapp.es).

Merits	Score	Maximum score
Specific training in International Relations, Public Policy, International Cooperation, or the European Union	(CV) 4 points master/courses up to 500 hours, 2 points courses up to 200 hours, 1 point courses up to 100 hours	<b>5 points</b>
Professional experience in international cooperation in Africa (field missions of more than six months)	(CV) 0.25 points per month worked	<b>10 points</b>
Professional experience in trade policy, investment, trade facilitation, rules of origin, competition, or other trade-related issues	(CV) 0.25 points per month worked	<b>10 points</b>
Professional experience in technical management of EU-funded cooperation projects beyond that indicated in requirement 3	(CV) 0.25 points per month worked	<b>5 points</b>
Professional experience in procurement and/or Spanish public invitations to tender	(CV) 0.25 points per month worked	<b>5 points</b>
French level	(CV + TEST) C1..... 5 points B2 .... 3 points	<b>5 points</b>
Specific knowledge related to the functions described for the position	TEST	<b>20 points</b>
General suitability of the profile to the position, assessing the candidates against the level of technical and professional skills required for the position	INTERVIEW	<b>40 points</b>
Scaling	<b>TOTAL</b>	<b>100 points</b>

