

Call for interest:

**Project Technical Support for the project KEY- PEOPLE Key knowledge for Iraqi Women**

MEDITER in partnership with the Municipality of Mosul, University of Mosul, B.I.A.T. - Business Incubation Association in Tripoli, Mosul Chamber of Commerce, Ninawa Governorate – IRAQ, University of Rome « Tor Vergata », are implementing the project KEY- PEOPLE Key knowledge for Iraqi Women supported by EuropeAid.

This project aims to recover and to leverage existing skills in Iraqi's civil society, to enhance and improve these skills, organize them in a local network or log NGO and SME, recognized and certified, support local authorities in managing services in local governance, reporting and responding to needs.

You may send your request at the following address: [victor.matteucci@euromediter.eu](mailto:victor.matteucci@euromediter.eu)

In the framework of this project MEDITER invites all the interested (internal staff, NGO, national or international) to participate at this call for interest.

**Position:** Project Administrative Staff

**Duration of the project:** 36 months

**Type of contract:** Fix term appointment (50% of time)

**Application deadline: 03/01/2014**

**Role:** To assist and support the Project Coordination in the implementation of the project, organisation of project activities and project steering committee meetings. To ensure at all times a professional and supportive approach is maintained. To assist in the day to day delivery of the service for supported schemes and strategies. Assist the project partners in achieving the project outcomes and results.

**Responsibilities:**

- ensuring that projects are run in compliance with the Organisation's requirements;
- providing guidance to project teams
- maintaining and integrating project plans
- tracking & reporting overall progress
- administering the project budget
- planning & scheduling resources
- monitoring resource utilisation
- performing quality reviews
- establishing and maintaining the project documentation library.

### **Required qualifications**

In case of individual applications- Education:

Advanced university degree in law, social science, development, human rights, public health, women's studies, international relations and/or public administration, complemented by specialization in gender, law and/or human rights.

### **Competencies:**

- Working in teams
- Prepare the financial reports according to the EurpeAid demands
- Applying expertise
- Delivering results
- Driving change and innovation
- Being accountable
- Availability to travel to Iraq (Mosul and Governorate of Ninawa) and Lebanon

### **Experience:**

Essential: More than 10 years' experience in the implementation of projects regarding human rights, law, and/or gender equality as related to the country-level programming and/or human rights/gender equality advocacy and planning processes.

Desirable: Experience at country level or with EU projects programs, national or international, with a sound understanding of their missions, mandates and operations. Experience in the implementation of projects financed by EIDHR, EuropeAid, IPA- Adriatic Programme.

### **Languages:**

Essential: Advanced knowledge of English.

Desirable: Knowledge of another EU official language.