

Call for interest:

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

Closing date: 03/01/2014

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, national or international) to participate at this call for interest.

**Position:** Project Technical Support

**Duration of the project:** 36 months

**Type of contract:** Fix term appointment (40% 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:**

- Ensure with effectiveness the technical management of the Project;
- Supervise and coordinate the actions and activities of the project comprised of high levelled experts and personnel support;
- Ensure effective cooperation and coordination of all Project units and Project Partners.
- To be part the Project Steering Committee;
- Elaborate a work plan as well as an implementation plan of action of the different components of the Project;
- Coordinate and elaborate the implementation of the logistical plans, communication, support to Coordinate the organization of seminars and training or reinforce actors, facilitators capacities building;
- Establishment of the ways of collaboration with the Project Prtners (all stakeholders including donors, etc.).

**Required qualifications**

**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
- Communicating with impact
- Applying expertise
- Delivering results
- Driving change and innovation
- Being accountable
- Availability to travel to Iraq (Mosul and Governorate of Ninawa) and Lebanon

**Experience:**

Essential: A minimum of 3 years' experience in 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.

**Languages:**

Essential: Advanced knowledge of English.

Desirable: Knowledge of another EU official language.