

## **The Delegation of the European Union to Pakistan is looking for a:**

### **Project Officer on Inclusive Governance (with a focus on gender equality and/or civil society)**

#### **We are**

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Pakistan was established in Pakistan in 1985 with the objective of fostering closer and stronger ties between the EU and Pakistan, which expanded considerably since, culminating in June 2019 with the signature of the Strategic Engagement Plan, a political declaration and forward looking framework that facilitates enhanced and wide-ranging cooperation. A range of annual dialogues between the EU and Pakistan allow for sharing of views and experiences in areas of common interest, or in areas where we face common challenges such as climate change, human rights, migration or common security challenges.

The EU is one of Pakistan's main trading partners, accounting for the largest share of Pakistan's exports. Since 2014 Pakistan benefits from tariff preferences under the EU Generalised Scheme of Preferences (GSP+) arrangement aiming to support sustainable development. In this framework, Pakistan has committed to implement 27 international conventions on human and labour rights, environmental protection and good governance.

The EU is a major development cooperation partner of Pakistan, with a portfolio of around 100 million EUR a year. EU-funded programmes and projects cover a wide range of sectors including education, nutrition, energy as well as governance and human rights.

EU-Pakistan relations also cover enhanced cooperation on a broad range of issues, including education (Erasmus+), entrepreneurship, innovation, culture, human rights, humanitarian assistance, energy cooperation, security, defence and migration.

#### **We offer**

We offer a great opportunity to contribute to foster inclusive governance and to the advancement of gender equality and civil society's essential role. Gender equality and support to civil society are at the heart of European Union mission and EU-Pakistan shared values, and you can help us make a difference.

The post of Project Officer in the field of Inclusive Governance (Local Agent Group 1) is embedded in the Delegation's Cooperation Section, and more specifically in its Governance and Human Capital Development team. This team consists of 8 people. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, which may evolve over time.

The successful candidate will serve under the supervision and responsibility of the Head of the Cooperation, providing support, expertise and assistance on inclusive governance (with a focus on support to gender equality and/or civil society). In addition, the jobholder will serve as a focal point for youth as well as parliamentary work, and will work towards gender mainstreaming in all EUD operations. The jobholder will provide expertise and advice to the Delegation in the areas of enabling environment for gender equality, civil society and/or youth, keeping abreast of latest developments and issues facing Pakistan, as well as activities of other donor agencies and organisations in the same and related field(s).

Following main tasks and duties are currently required:

- Provision of policy advice across the respective areas;
- Managing all phases of the programme/project cycle, according to European Commission priorities, from identification to appraisal, preparation, monitoring of implementation, and evaluation;

- Representation and Liaison - represent the Delegation on Project Steering Committees ensuring projects adhere to respective contractual requirements. Represent the Delegation in project implementation reviews and contract negotiations;
- Reporting - provide project progress updates, based on project progress and financial reports as required, including project closure reports in conjunction with implementing partners.
- Prepare analytical briefs and provide input for preparation of policy documents and other analytical reports.
- Support mainstreaming of gender equality objectives and civil society involvement across all areas of work of the Delegation.

In terms of personal skills, we are looking for a highly motivated and enthusiastic individual with a sense of responsibility and professionalism, and a strong focus on delivery. Attention to detail and deadlines, including under stress, is a must. Proven communication skills with the ability to interact, and contribute, in a team environment are essential, while simultaneously maintaining the ability to advance projects with minimum supervision. Intellectual capacity and ability to condense complex and varied information into accurate and succinct messages, as well as to competently represent the interests and values of the EU to a wider audience, are key.

The base salary will depend on relevant and verified employment experience, typically starting from basic yearly salary 6,397,800 PKR. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The job will be performed in a multicultural environment, based in Islamabad, with a working time of 37.5 hours per week. There are occasional atypical working hours

The expected start date will be 15 May 2024.

## **Selection Criteria**

Minimum Requirements:

1. Medically fit to perform the required duties.
2. Enjoys civil rights and permits for employment under local law.
3. Have a clean criminal record (at the time of the recruitment).
4. Master's degree in either law, political sciences, gender studies, development studies, public administration, or similar relevant discipline.
5. Minimum 8 years professional experience, of which at least 3 years in an international organisation, or internationally funded projects.
6. Minimum 3 years professional experience in inclusive governance, with a focus on gender and/or civil society (which can be included in the overall 8 years of professional experience).
7. Proven proficiency in understanding, speaking, reading and writing English. Ability to draft documents to high standard essential.
8. High level of general IT literacy and data management, in particular Microsoft Office suite of applications, in particular word, outlook, excel. Proven ability to perform basic data analysis and illustration. Ability to manage and archive internet based data, including library searches.
9. Willingness and aptitude to travel provincially/nationally/regionally (road/air), occasionally international.

The following will be considered an asset:

1. Further postgraduate degree in law, political sciences, gender studies, development studies, public administration, or similar relevant discipline.
2. Knowledge of photo, video, graphic and layout editing and design tools.
3. International experience outside Pakistan.

### **How to apply**

Please send your application and supporting documents exclusively by e-mail to: [delegation-pakistan-vacancies-cooperation@eeas.europa.eu](mailto:delegation-pakistan-vacancies-cooperation@eeas.europa.eu) clearly mentioning in the subject: **Application – post 247598 – name of the applicant**. The e-mail must include a cover letter, a detailed CV and copies of educational transcripts, degrees, experience letters referred to in the application. Applications that are not sent according to the above procedure will not be considered.

### **The selection procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase, which may include a written test and an interview to assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to [delegation-pakistan-vacancies-cooperation@eeas.europa.eu](mailto:delegation-pakistan-vacancies-cooperation@eeas.europa.eu) clearly mentioning in the subject: **Request for information – post 247598 – name of the applicant**. Requests that are not sent according to the above procedure will not be considered.

**The deadline for applications is 15 April 2024**