



## **Job Description**

### **PROJECT OFFICER**

#### **1. End FGM European Network**

The End FGM European Network (End FGM EU) is an umbrella network of 22 national organisations working in 12 European countries and who are expert on Female Genital Mutilation (FGM). End FGM EU operates as a meeting ground for communities, civil society organisations, decision-makers and other relevant actors at European level to interact, cooperate and join forces to end all forms of FGM in Europe and beyond. We put at the heart of our work grassroots voices to influence European governments and policy-makers to work towards the elimination of FGM. We build our members' capacity, offer spaces to share expertise and develop partnerships.

While being dedicated to being the driving force of the European movement to end FGM, we are equally committed to build bridges and cooperation with all relevant actors in the field of FGM both in Europe and globally. In this sense, we actively promote and foster cooperation between the European movement and movements in other regions of the world

#### **2. The role**

End FGM EU is looking for a Project Officer.

##### **The Objectives of the post are:**

- To successfully coordinate and implement End FGM EU's contribution to the European Commission funded [Gender ABC project](#)
- To oversee the successful implementation of Network's events
- Create synergies among members and help build the overall capacity of the End FGM European movement

#### **3. Main Responsibilities**

##### **1) Coordination of Gender ABC project**

- Monitor the overall progress regarding milestones and deliverables
- Liaise and maintain regular contact with the project partners and other key stakeholders
- Ensure timely preparation of quarterly progress updates and financial reports
- Help with the organisation, preparation and logistics of project events (e.g. all-partner meetings)
- Coordinate the preparation of project interim and final reports as outlined in the Grant Agreement
- Support the Communications Officer in the dissemination of the project

##### **2) Organisation of events**

- Handle logistical and administrative planning and implementation of events (this includes - but is not limited to - booking venues, coordinating participants' travel and accommodation, preparing outreach and registration lists of participants)
- Produce background documents for meetings, minutes, and any other required documents
- Assist in preparing abstracts for conferences and other events
- Assist in preparing and delivering visually engaging presentations
- Address post-event tasks

### **3) Movement Building**

- Contribute to capacity building of the Network's member organisations through assisting with training delivery, ad-hoc support and development of tailored tools
- Manage the Network's Ambassadors programme through liaising with Ambassadors, building relationships and coordinating their participation at events & other EU level opportunities
- Assist the Director in identifying funding opportunities for the Network and its members

### **4) Other Responsibilities**

- In addition, as identified by the Director, the Project Officer will undertake any other reasonable duty commensurate with this post in relation to the Strategic Plan, including external representation of the Network.
- As a member of a small and dynamic team, the Project Officer is expected to play a full part in the administration, planning and evaluation of the Network's events. The post is self-servicing and includes clerical duties.

## **Reporting Line**

The Project Officer will report to the Director.

## **4. Knowledge, skills and abilities**

### **Essential:**

- A commitment to women's rights
- A minimum of 2/3-year project experience of working in the EU civil society sector
- A higher education degree or equivalent experience in social science, law, political science, development cooperation, international or EU affairs relevant to End FGM EU's mission
- Professional fluency in oral and written English and a working knowledge of French
- Exceptional verbal and written communication skills
- Must be well organized with a proven accuracy to detail
- Experience in running events or meetings
- Ability to think and plan strategically, and to break projects into defined tasks

### **Desirable**

- Understanding of debates on FGM, violence against women and girls (VAWG) and gender issues
- Experience in running or coordinating of EU funded projects

- Knowledge of the EU institutions and understanding of EU landscape
- Demonstrated ability to explain complex issues in plain and effective language

#### 5. Package offered

This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women rights and ending FGM.

Competitive salary package depending on level of experience and other benefits such as, comprehensive health insurance, meal vouchers and 13th month (additional salary payment in December)

38 hours/week

This is a fixed-term appointment for one year from January 2019 with the possibility of becoming permanent

If interested, please apply by sending a CV and a motivation letter in English to [fc Doyle@endfgm.eu](mailto:fc Doyle@endfgm.eu) by Thursday the 6<sup>th</sup> of December **5pm CET**.