

CARE INTERNATIONAL AISBL



Job Description

Position title	: Regional EU Partnership Coordinator
Location	: CI EU office, Brussels
Supervisor	: Senior EU Partnership Advisor
Contract Type	: Short-term (1 year contract)

Background

CARE International (CI) is a global confederation of fourteen independent non-profit, non-sectarian humanitarian organizations working together to fight poverty and provide assistance in humanitarian emergencies. CI works, each year, in more than 90 countries around the world, implementing long-term programmes to fight poverty, responding to humanitarian emergencies and advocating for policy change to improve the lives of the poorest people, with a particular focus on women and girls.

The years to come will be an exciting time of change at CARE as the CARE 2020 vision guides CI towards an organization with 21st century global and local relevance, set up to be more agile and innovative and to act as one collective network alongside partners and allies, achieving deeper and broader impact in the fight against poverty and injustice.

Summary

The Regional EU Partnership Coordinator will be responsible for supporting CI European Members (EU CIMs), in collaboration with Country Offices (COs) and Lead Members (LMs) in Africa, to improve CI's strategic approach and coordination on EC funding with a view to accessing more funds, including from the EU Africa Trust Fund, bilateral/regional funds and other potential EU funding opportunities.

She/he will work on behalf of CARE EU Members and in collaboration with other CARE International Members (CIMs) and COs, in their efforts to optimise levels of funding from the European Commission (EC), to improve their relations with EU Delegations and to strengthen their representation to the EU. Particular emphasis will be placed on the EU Africa Trust Fund (European Union Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa) and the related opportunities in the three regions covered by this fund: Sahel and Lake Chad Areas, Horn of Africa and North Africa.

The Regional EU Partnership Coordinator will be based in Belgium, with approximately 50% of her/his time spent overseas/travelling to relevant countries and regions (Sahel, East Africa and MENA Regions).

She/he will work in close relation with EU CIM Programme Directors, the CI EU office team, Regional Strategic Partnership Directors, Regional Directors, and Country Directors, and will report to the Senior EU Partnership Advisor based at the CI EU office.

Key responsibilities but not limited to:

Business Intelligence Gathering & Coordination (80%)

- Provide leadership in the identification, tracking, and provision of regular feedback and analysis on the EU Trust Fund and other emerging EU trends and funding opportunities. Ensure that intelligence gathered over time is communicated and shared appropriately across the regions and with all EU CIMs and relevant LMs. In collaboration with LMs, ensure coordination among different COs on initiatives/proposals to be submitted under the EU Trust Fund. With CI EU office, coordinate and ensure smooth rolling out of European Coordination Mechanism (ECM) including Go/No-Go mechanism;
- In collaboration and coordination with EU CIMs, COs and CI EU office, liaise and network with peer and partner organizations, including other international development organizations, to gather intel and develop potential consortia;
- In collaboration with EU CIMs, support COs and LMs with the design of EU engagement plans and in the definition of overall strategic goals, metrics, priority relationships and key approaches and milestones for CARE's engagement with the EU; Provide support to ensure that EU engagement plans are integrated in wider CARE business plans;
- Prepare necessary and appropriate briefing materials in advance of meetings with EU representatives, and other agencies and where necessary, arrange follow up and debrief meetings, ensuring that the necessary information is communicated to EU CIMs, COs, relevant LMs and CI EU office colleagues;
- Liaise with EU CIMs and their technical teams to ensure their commitment to support CARE's engagement and reputation with the EU and the relevant bilateral agencies, at Brussels and CO level;
- Develop EU stakeholders' directory;
- Represent CIMs in meetings with EU and other external stakeholders.

Training and capacity building (20%)

- Prepare/Support CO staff to meet with EU embassies and EU Delegations together with EU CIMs, with the objective of deepening relationships, positioning CARE, and specifying further fundraising opportunities;
- In close collaboration with CI EU office and relevant EU CIM staff, organize and deliver trainings on EC funding opportunities and how to engage with the EU at regional and country level, if/when required. Provide technical assistance and fundraising capacity building for CO staff, with emphasis on EU funding opportunities;
- Serve as in-house expert to advise, educate, and train on EC networking and intelligence gathering; Assist in developing internal training materials.

Key Deliverables for 12-month period:

- Coordination support provided for at least two regional submissions to the EU and 3-4 country-specific submissions in the context of the Trust Fund
- At least 6 country-specific EU engagement plans developed with COs, with the support of EU CIMs
- At least one EU training delivered each in West Africa and East Africa
- EU stakeholders directory developed and shared
- CARE participation ensured in regional level EU consultations

Knowledge, experience and skills

- Educated to degree level ideally in social sciences, such as political sciences, international relations, development studies, economics or law;
- At least 7 years professional related experience: knowledge and experience of EU Institutions, external relations policies and EC funding procedures; Experience with DEVCO (EU Delegation or Brussels level) considered as a strong asset;
- Experience working with and through EU key donor agencies – a strong and demonstrable working knowledge, connections and networks with EU donors would be an asset;
- Good understanding of European Commission procedures and regulations;
- Experience in leading successful EC funding proposals, including complex consortia / multi-countries approaches;
- Experience with delivering training and capacity building in networking, marketing and intelligence gathering;
- Experience with EU Trust Funds would be an asset;
- Self-motivated, with the ability to work with a high degree of autonomy and respond to rapidly changing work priorities;
- Demonstrable team-working skills and the ability to collaborate effectively with colleagues working in many different locations;
- Fluent in oral and written English and French;
- Excellent inter-personal and presentation skills; including facilitation and networking;
- Interest in development and relief issues and commitment to working with CARE;
- International overseas experience, including ideally experience in Africa;
- Willingness and ability to travel frequently (approximately 50% of the time).

Please send your applications (CV and cover letter) to rouffineau@careinternational.org with cc. cirecruitment@careinternational.org

Application deadline: 27 August 2017

Interviews: Week of 11-15 September 2017

Desired start date: ASAP