



TERMS OF REFERENCE

Project officer¹

Eligibility criteria:

1. Have a good command of English;
2. Not have a criminal record;
3. Not have any criminal procedure initiated against him/her;
4. Not be a close relative - by blood, marriage or cohabitee - with any of the members of the SELEC Management.

General requirements:

1. Be a national of one of the SELEC Member States, enjoying full rights as a citizen;
2. Have a level of education corresponding to a university degree, attested by a diploma;
3. Have minimum of five (5) professional experience in project implementation/management in public institution/ international organisations and law enforcement environment;
4. Have good computer skills.

Specific skills and competencies:

1. Have solid knowledge about the European Union's project implementation procedures and the provisions of SELEC Convention;
2. Have the ability and experience in preparing clear and comprehensive documents related to the project implementation;
3. Have good communication and organizational skills;
4. Have a keen eye for details with the ability to maintain standards of accuracy;
5. High ethics profile;

¹ The position is financed by the project *SIRAS - Strengthening the fight against firearms trafficking in Southeastern Europe* within the framework of INTERNAL SECURITY FUND POLICE (2014-2020) 2015 CALL FOR PROPOSALS – HOME/2015/ISFP/AG/TDFX

6. Experience in working in an international environment shall be an advantage.

Tasks:

Under the authority of the Director General and coordinated by the Project Leader and Project Manager, the *Project Officer* has the following tasks:

1. Support the Project Manager for implementation in good conditions of the project;
2. Assure the measures for respecting the donors rules and terms of activities implementation;
3. Prepare the scheduled activities of the project in close cooperation with the Director for Operations, Project Manager and other project implementation team members;
4. Advise the members of the implementation team regarding possible issues in project implementation;
5. Draft all project documents related to the implementation of activities and the minutes of the project implementation meetings;
6. Inform the Project Manager regarding any aspects that can affect the project implementation;
7. Draft technical specifications (with the support of specialists, depending on case) for products/services purchased in the project;
8. Organize and support the logistics for meetings and other events related to the project;
9. Ensure endorsing/evidence and keeping of project files/folders;
10. Ensure the internal/external correspondence of the project;
11. Report to the Project Manager the stage of project implementation and goes in site visits where the project activities are developed;
12. Draft and submit technical progress reports related to the project;
13. Draft the monthly necessary budget necessary for project activities;
14. Administrate all the documents related to the project activities;
15. Ensure the interpretation or translation of the documents, when deemed necessary;
16. Perform any other tasks assigned by the Project Manager, within his/her field of competence.

The Project Officer will be involved full time in project activities, project communication, coordination with the other partners, travelling for organizing activities with other partners and stakeholders within project, organizing events, making travel arrangements for the delegated experts, preparing materials for the project website and ensuring it is properly and correctly updated, delivering presentations, compiling reports, performing periodic narrative and financial reporting. S/He will also have the role of contact point and network manager for the SAFE-N (SELEC Associated Firearms Expert Network): contributing to the drafting/updating standard operating procedures for the establishment and operation of SAFE-N, receiving and validating membership applications, maintaining accurate records, establishing and maintaining an online professional social networking tool, selecting and uploading content, presenting the SAFE-N in each public event during the project, responding from mass-

media/citizen/academia requests regarding SAFE-N, establishing contacts with mass-media for promoting SAFE-N expertise, while ensuring visibility according to the donor requirements.