

TERMS OF REFERENCE

Functional Title: IGAD Liaison Officer to the European Commission

Duty Station: IGAD Region with assignments in Brussels

Duration of Assignment: One year (1), with possibility of extension

General

The Liaison Officer (LO) will work under the overall guidance of the IGAD Executive Secretary. The LO will assist in strengthening the institutional cooperation with the European Commission, in particular with Directorate General for Development and AIDCO, focusing on Horn of Africa related policies and programmes, among them the Horn of Africa Initiative (HOAI).

Duty Station

The liaison officer will be based at IGAD Headquarters in Djibouti with frequent missions to Brussels and if required other MS capitals. Frequent missions to IGAD Member States would also be necessary.

Tasks

The liaison officer will be responsible for the following duties:

1. Maintain and develop contacts with the European Commission and other institutions of the European Union;
 2. Monitor the bilateral EC-IGAD cooperation programme;
 3. Develop and undertake common initiatives within the scope of the HOAI and in agreement with the Regional Indicative Programme (RIP).
 4. Prepare meetings and conferences in the context of the HOAI.
 5. Assist in developing HOAI-linked programme proposals for submission to the IRCC.
 6. Provide assistance to DG DEV and IGAD field missions in the development of programme proposals ensuring compliance with HOAI and RIP political priorities and donor rules and regulations.
 7. Monitor DG DEV's and IGAD's policy developments; provide policy input in collaboration with relevant IGAD colleagues.
 8. Undertake research and reporting on topics related to the Horn of Africa and HOAI.
 9. Assist in monitoring the implementation of the HOAI programmes.
 10. Represent IGAD in meetings with the European institutions.
 11. Coordinate HoAI related activities with IGAD Member States.
9. Undertake duty travel relating to programme monitoring and development, and liaison with counterparts.

Skills

- Experienced expert in political science or related field;
 - Several years of work experience in international relations or related field indispensable as well as solid knowledge of the Horn of Africa region;
 - Knowledge of the EU and its institutions and procedures would be a decisive advantage;
 - Nationality of one of the IGAD Member countries would be an advantage;
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- Excellent communication skills (verbal and written); excellent drafting ability and analytical skills, in particular ability to draft papers in English clearly and concisely.
 - Self-motivated, ability and desire to work with a high degree of autonomy; personal commitment, efficiency, flexibility, drive for results, creative thinking.

- Ability to adapt to changing circumstances; ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Familiarity with standard computer packages for word processing, statistical analysis and e-mail communication.