



VACANCY NOTICE

MAOC (N) Project Manager

The Maritime Analysis and Operations Centre (Narcotics) - MAOC (N) is recruiting staff for the temporary part-time post of Project Manager for the Centre's Headquarters in Lisbon, Portugal.

The Maritime Analysis and Operations Centre – Narcotics, MAOC (N)

MAOC (N) is established through an International Agreement signed by representatives of the Governments of France, Ireland, Italy, Netherlands, Portugal, Spain and the United Kingdom. MAOC (N) shall provide a basis for the Parties' engagement in multilateral co-operation in the field of suppression of illicit drug trafficking by sea and by air.

Tasks of the Centre

MAOC (N)'s mission is to support Europe's fight against drug trafficking in the Atlantic and Mediterranean maritime domain. This mission is achieved by ensuring that we are visible, relevant and credible and by:

- Fusing and responding to actionable intelligence and multinational law enforcement direction.
- De-conflicting, developing and supporting coordinated interventions.
- Supporting investigations and maritime surveillance.
- Enhancing our knowledge and understanding of the maritime domain, identifying opportunities to develop.
- Sharing more intelligence and working together to fill intelligence gaps.
- Building effective partnerships with relevant actors to create a hostile environment to counter drug trafficking under the supervision of the Executive Board.
- Innovation – seeking better solutions to meet new and future challenges.

The Post

The Project Manager will be recruited as part of funding under the European Union's Internal Security Fund – Police Funding Agreement HOME/2015/ISFP/AG/MAOC/0001. The temporary position will end on the 30th of September 2018, but may be extended subject to agreement by MAOC (N).

Role Summary

To provide support to MAOC (N) in line with its activities and EC funding objectives or projects, contributing towards a successful delivery of business objectives across the organisation.

Functions and Duties

- To provide support to the activities of MAOC (N) as tasked.
- To work under the management of the MAOC (N) Executive Director and MAOC (N) Head of Operations.
- To ensure compliance with the MAOC (N) project approved by the European Commission.
- To accurately monitor the progress of outputs and deliverables established by the European commission.
- To produce reports and evaluations under the guidance of the MAOC (N) Executive Director and MAOC (N) Head of Operations, as required by the European Commission.



With financial support from the
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Selection Criteria

Essential

- Experience in project management, namely through the application of outputs and deliverables.
- Experience working with standard European accounting practices and budgeting projections.
- Experience working with standard European project structures.
- Ability to speak, read and write fluently in English.
- Excellent knowledge of standard administrative practices.
- Very high level ICT skills, in particularly the use Microsoft Office tools (Word, Excel, PowerPoint).
- Proven high-level report writing skills.

Advantageous

- Knowledge of additional languages (Dutch, French, Italian, Portuguese, Spanish).
- Holder of a PRINCE2 or PMP or PMI practitioner qualification.
- Experience in a project orientated environment.

Supplementary

- Proven ability to deliver and work unsupervised on appointed tasks.
- Personal accountability.
- Proven analytical skills.

Conditions

- The period for submitting applications is 26th June till the 28th July 2017.
- Candidates are to submit a curriculum vitae (Europass) by email to recruitment@maoc.eu.
- This is a part-time position that equates to 2 days per week over 12 months with flexible working dependant on reporting deadlines and tasks.
- The gross salary provided for this post is approximately €30,800.00 per year.
- Candidates called to interview will be expected to attend an interview at MAOC (N)'s headquarters in Lisbon in September 2017.
- All candidates will be expected to undergo background checks (including criminal records checks).
- The successful candidate will be expected to report for duty in October 2017.

