

## EU Project coordinator – Financing for Development

**Reporting to:** Eurodad Policy & Advocacy Manager

**About Eurodad:** The European Network on Debt and Development (Eurodad) is a network of 60 civil society organisations (CSOs) in 29 European countries, advocating for democratically-controlled, gender-just and human rights-based financial and economic systems. With an excellent track-record in achieving change, Eurodad is a progressive and open-minded employer, mindful of the well-being of its employees.

For more information about Eurodad and our most recent work, visit our website: [www.eurodad.org](http://www.eurodad.org) and [subscribe](#) to our [Development Finance Watch](#) newsletter for further information.

**Role Purpose:** The Project Coordinator will be responsible for the overall coordination of an EU funded project entitled: “From commitments to actions: Increasing public accountability in the lead up to Monterrey+20”. This project is aimed at supporting civil society organisations to strengthen their work on issues related to financing for development and is implemented together with our partners and allies in Kenya, Peru, Zambia, Grenada, Ecuador, Bangladesh, Philippines and Morocco. The project aims to ensure that national-level work to increase public accountability and monitor issues related to domestic resource mobilisation, and in particular debt, tax and illicit financial flows, is directly connected to regional and global level advocacy on the same issues. The role involves project coordination and implementation, as well as activities related to monitoring, evaluation, learning and reporting, network strengthening, outreach and information sharing.

The successful candidate will balance excellent project coordination skills with strong interpersonal communication in a multicultural context, and the ability to plan, organise and implement in a cooperative manner. They will be excited by working at the cutting edge of development finance policy campaigns for transformative change, and have experience of working with advocacy-focused civil society networks or similar organisations.

**Key contacts:** Eurodad colleagues; Eurodad partners in Kenya, Peru, Zambia, Grenada, Ecuador, Bangladesh, Philippines and Morocco, Eurodad members and global allies.

**Contract & location:** Brussels-based, permanent contract. Gross annual salary range between €52,8k – €56,7k (incl. vouchers, holiday pay and end of year bonus), depending on skills and experience. Attractive benefits package including additional days leave, complementary

Rue d'edimbourg, 18-26  
1050  
Brussels  
Belgium

Tel: +32 (0) 2 894 4640  
assistant@eurodad.org  
www.eurodad.org



european network on  
debt and development

Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, trainings, public transport allowance, travel insurance and contribution to a complementary private pension plan.

## JOB DESCRIPTION

*NB. This is a permanent position. The job description is likely to evolve and shift as project implementation progresses. While 100% work on project coordination can be expected at the start of the role, this percentage is likely to decrease as the project evolves. This will be assessed periodically.*

### A. PROJECT COORDINATION (75%)

1. Organise and coordinate the implementation of an EU funded project on financing for development including planning, oversight of implementation of activities and quality control, to ensure that the project delivers and remains on track.
2. Provide ongoing communication with, and support to, the project partners, including the organisation of regular partner coordination calls and annual face-to-face meetings.
3. Ensure that all aspects of the project's implementation incorporate strong monitoring, evaluation, accountability and learning (MEAL) procedures, in line with existing Eurodad systems and project specifications, including monitoring of project specific indicators. Carry out regular progress reviews and identify any needs for changes to the implementation plan.
4. Ensure compliance with Eurodad procedures and donor requirements in all aspects of the project's implementation.
5. Ensure timely and high quality narrative reporting to donors, including coordination and consolidation of reporting by partners as well as reporting on Eurodad's activities and outputs.
6. In close cooperation with the broader Eurodad team, support and engage in ongoing outreach to, and communication with, donors, and provide regular updates to, and engagement with, Eurodad members and allies regarding the implementation of the project.
7. Support the Eurodad Operations Team to oversee budgets, spending and financial reporting in line with Eurodad procedures, donor requirements and donor rules.
8. Support the production of specific outputs that Eurodad is responsible for under the project, including events, written outputs and communications materials.

## B. FUNDRAISING & MEAL SUPPORT (20%)

1. Keep up to date with EU funding developments relevant for Eurodad and its membership. Monitor relevant calls for proposals and gather early intelligence to allow advance planning.
2. Work with the broader Eurodad team to plan and prepare applications to EU calls for proposals.
3. Support the preparation of other funding applications, as required.
4. Support the implementation of Eurodad's MEAL systems.

## C. TEAM AND ORGANISATIONAL SUPPORT (5%)

1. Support the Eurodad team as necessary, including occasionally taking on tasks and responsibilities outside this job description to meet team or organisational needs.
2. Support the coherence and implementation of the broader portfolio of grants and projects within the Eurodad team, in line with the Eurodad work plans and 5-year strategy.
3. Assist with the day to day running of the office.

## ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

### 1. ESSENTIAL SKILLS:

- *Reliable and inclusive organiser:* Strong planning and project coordination skills, including the ability to lead inclusive and transparent processes and ensure joint ownership with partners of plans and project-wide outputs. Furthermore, the ability to promote strong leadership and ownership by the partners in Kenya, Peru, Zambia, Grenada, Ecuador, Bangladesh, Philippines and Morocco as regards the activities and outputs in their countries and region.
- *Strong intercultural networker:* Good interpersonal skills and intercultural competence, including tactful facilitation and cooperation abilities, which can ensure that the relationship with the project partners remains strong and positive.
- *Excellent communicator:* Strong communication skills with a high standard of spoken and written English.

- *Motivated team player:* Focus on supporting the Eurodad partners and team to achieve objectives, combined with abilities to prioritise, to use own initiative and to work independently.

## 2. ESSENTIAL EXPERIENCE AND KNOWLEDGE:

- Strong experience with implementation of EU funded projects, including an in-depth understanding of EU rules and procedures.
- Previous experience with joint projects with partners in the global south, including southern-led implementation of activities and outputs.
- Experience in one or more of the focus issues of the project, namely: financing for development, domestic resource mobilisation, debt justice, tax justice and illicit financial flows.
- At least 5 years' work experience including:
  - § *Project coordination:* planning, coordination, monitoring, evaluation and reporting of activities in multi-partner, multi-country projects.
  - § *Civil society networking:* facilitation of civil society cooperation and enabling effective means of working together.
- University degree in a relevant subject.
- Computer literate, familiar with standard software, including MS Office.
- Fluency in written and spoken English and preferably Spanish.

## 3. DESIRABLE EXPERIENCE:

- Working on the ground in a developing country.
- An affinity with the following cross-cutting priorities of Eurodad and the project: gender equality, global economic governance, human rights (rights-based approach), development effectiveness, climate finance and environment.
- Fluency in written and spoken Spanish and/or French.

## 4. STRONG COMMITMENT TO EURODAD'S OBJECTIVES AND CROSS-CUTTING PRIORITIES: GENDER JUSTICE, CLIMATE JUSTICE, GLOBAL ECONOMIC GOVERNANCE AND RESPONSIBLE FINANCE STANDARDS, WHICH ARE INTEGRATED ACROSS ALL OUR WORK AREAS.

Rue d'edimbourg, 18-26  
1050  
Brussels  
Belgium

Tel: +32 (0) 2 894 4640  
assistant@eurodad.org  
www.eurodad.org



european network on  
debt and development

Eurodad is an equal opportunity employer and considers applicants for all position without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply.