

Call for expression of interest

Reference: Administrative and Logistics services for PASCAL/10/2021

The project *Support to Civil Society in Local Governance in Angola* (PASCAL) is seeking to contract a technical assistance in Luanda, Angola, for the administrative and logistical support in the initial phase of the project.

PASCAL is a delegated cooperation project funded by the European Commission and implemented by a Consortium of European agencies: Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP - Spain) and Central Project Management Agency (CPMA - Lithuania).

Interested candidates must upload their CV in [FIIAPP's platform](#) before October 10th to the attention of Alessia Bianco, alessia.bianco@fiiapp.es.

Closing date | 10th of October, 2021 23:59 Angola time.

Location | Luanda, Angola

Sectors | Administration, logistics

Type of service | Technical assistance

Duration | 5 months, approx. October-February

Dedication | 25 hours per week

Profile of candidates | Angolan or candidates with residence in Angola

Language | Portuguese and English

ABOUT THE ACTION

The overall objective of the Action “Support to Civil Society in Local Governance in Angola”, with the total budget of 5.8 MEUR for the period of 2021 until 2025 is to contribute to economic growth and social development through an inclusive, heterogeneous and effective participation of civil society in the governance process. The components (specific objectives) of the Action are:

Component 1: To improve the legislative, regulatory and institutional framework for participatory governance.

Component 2: To enhance and increase the participation of civil society, particularly for groups that are underrepresented in decision making such as women and youth, in participatory governance platforms at national and provincial level, and in 25 municipalities.

Component 3: To increase the level of information and the awareness of citizens, especially women and youth, on their rights, the work of public institutions, decentralization and participatory governance.

ABOUT THE ORGANISATION

Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) is a public institution and actor of Spanish and European cooperation whose work is based on peer-to-peer exchange of knowledge and learning between public administrations of different countries. More information [here](#).

SERVICES INCLUDED IN THE TECHNICAL ASSISTANCE

- Support in the search, selection and contracting of different types of services (eg: mapping of possible suppliers, preparation of ToRs, receipt of offers, search of an office).
- Realization of financial procedures related to the initial actions to start up the project (eg: bank selection, account opening procedures, VAT exemption).
- Realization of logistical tasks in the field, such as reservation of spaces, services, transportation and people management during the initial phase of the project.
- Participation in meetings held during the initial phase of the project and elaboration of minutes in Portuguese and English, in which the information transmitted, and the agreed aspects are recorded.
- Tasks of translation from English to Portuguese and vice versa of verbal and written communications to ensure the smooth running of the project among the partners.
- Management, classification and submission of administrative and financial documents to ensure the economic justification of expenses, according to established procedures.
- Coordination with the economic manager in Madrid for the correct issuance of invoices by suppliers, as well as other proof of expenses, according to established procedures.
- Registration, control and justification of payments made in cash, according to established procedures.
- Possible travels to the 5 Angolan provinces where the project will take place (Benguela, Humbo, Huíla, Luanda, Malanje).
- Coordination with teams in Luanda, Madrid and Vilnius.

REQUIREMENTS

- Higher university degree.
- Professional experience of at least 3 years in the administrative and logistical management of cooperation projects (employment contracts or service certificates could be requested).
- Level of English B2.

HOW TO APPLY

- Before October 10th, upload CV in pdf format in [FIIAPP's platform](#) for the delivery of personal data in compliance with data protection policies, to the attention of Alessia Bianco, project manager of PASCAL.

- Any inquiries can be addressed to Alessia Bianco by e-mail alessia.bianco@fiiapp.es.

DIVERSITY AND EQUAL OPPORTUNITIES: This call for applications will take into account the principle of equal treatment between women and men with regard to access to employment, in accordance with Article 14 of the Spanish Constitution, Organic Law 3/2007, of 22 March and the Council of Ministers Agreement of 20 November 2015, which approves the Second Plan for Equality Between Women and Men in the General Administration of the State and in its Public Bodies.