

In the framework of the “Support facility for the implementation of EU-Japan Strategic Partnership Agreement (SPA)” Project, we are looking for a Project Coordinator and Non-Key experts with the following profile (see below).

In case you are interested in one of the positions, please contact us at info@congenia.com.es

Project Coordinator:

The Project Coordinator will be responsible for the overall management of the project and the achievement of the project results. S/he will be responsible for the implementation of all tasks, coordinating individual expert inputs and for reporting, including financial reporting. S/he will be the primary contact for the EU.

The Project Coordinator shall fulfil the following **minimum** requirements:

Qualifications and skills:

- University degree at master's level (or equivalent) in one of the following fields: law, politics, economics, international relations, business or a relevant discipline. Alternatively, secondary education diploma and 8 years of full-time proven relevant experience additional to the requested specific professional experience.
- High proficiency of English and Japanese.

General professional experience:

- Participation in at least two projects of a similar size in a project coordinator/team leader role.

Specific professional experience:

- At least 10 years of professional experience in providing consulting services to national public authorities on policies relevant to the SPA.
- At least 5 years of professional experience in Japan on policies relevant to the SPA.

The Key Expert will be based in Tokyo. S/he will be independent and free from conflicts of interest in the responsibilities s/he takes on.

The Key Expert should be allocated an estimate of 220 working days per year of implementation of the project (660 days total).

Non-key expert profiles:

For this contract, Senior Experts are considered to be those whose relevant professional experience is more than 10 years, while Junior Experts are considered to be those whose relevant professional experience is more than 5 years.

The profiles of the non-key experts for this contract are as follows:

- University degree in a discipline relevant to the subject of the assignment or alternatively 3 years of proven relevant experience additional to the requested minimum number of years of general professional experience.
- Minimum of 10/5 years full-time proven post-graduate general professional experience to the assignment (for Senior/Junior experts respectively).
- Fluency in English and Japanese when required by the assignment.

Non-Key experts can be mobilised to cover specific needs arising from the project in a wide range of policy and technical areas as covered by the SPA, including but not limited to the following:

- Defence and Security
- Cybersecurity
- Counterterrorism
- Disaster preparedness
- Climate change
- Energy
- Urban planning
- Transport
- Development Cooperation
- Communication

The operational base of the project is Tokyo and Brussels. Non key experts input may be needed in both locations.