

## **Project Officer – Ariana regional hub (Ettadhamen, Mnihla, El Fahs, El Nadhour, Zaghouan)**

### **Context**

The Tunisia Accountability Decentralization and Effective Municipalities (TADAEEM) program is funded by the United States Agency for International Development (USAID). The program aims to assist the Government of Tunisia in its decentralization effort and the institutions closest to its citizenry and continue to strengthen its nascent democracy. The project, alongside a team of subcontractors, works on enhancing citizen participation in the process of governance as well as the government's capacity to deliver the services that citizens prioritize. The project team works in 12 governorates, 33 municipalities, and with the central government in Tunis to ultimately strengthen the ecosystem of stakeholders and institutions across the country. Outside of Tunis, the project holds five regional hubs.

Under the hub of Ariana, we are looking to hire 5 Project Officers to be embedded in the following municipalities: Ettadhamen, Mnihla, El Fahs, El Nadhour, Zaghouan.

### **Objectives**

A project officer will be embedded in each municipality and governorate and he/she will play a critical role in engaging with and assisting the supporting the municipality.

### **Tasks and Objectives**

The project officer shall undertake the following tasks :

1. Forge strong and cooperative professional relationship and liaise with the municipality's elected officials and executive staff
2. Support the process that focuses on strengthening essential municipal administrative functions as part of the capacity building activities in the municipality.
3. Keep the municipality updated on TADAEEM progress locally and nationwide and serve as the key link with the project.
4. Build and maintain a fluid relationship between the Hub Manager and the municipality as well as facilitate the exchange of information between the two.
5. Strengthen the capacity of the municipal staff as needs arise, particularly from an information technology perspective, based on the direction of the Hub Manager.
6. Ensure and provide continuous feedback to the Regional Team on the real needs and impacts of the municipality;
7. Accompany and facilitate the work of regional specialists and HQ advisors/specialists when they are assigned to support the target municipality;

8. Ensure follow-up and report on the support delivered by TADAEEM to the host municipality to ensure institutionalization and sustainability of impact;
9. Provide all the project documentation needed by the municipalities
10. Develop and update municipal biographies and municipality one-pager facts
11. Enter and update contacts in an online stakeholder database including contact information of all individuals/organizations that work with municipality and TADAEEM, such as CSOs, and donors organizations
12. Provide information needed to plan and implement TADAEEM program.
13. Provide periodical updates on what is going on in the municipality and the communities and events

### **Reporting Structure and Coordination**

The project officer will report to the Regional Manager or his/her designee and will work closely with the specialists operating at the Regional Hub.

### **Qualifications**

Project officers should be versatile and possess a bachelor degree or equivalent of experience in management, finance, planning, engineering, or other fields that are relevant to the overall scope of functions of a municipality and TADAEEM project. Also, they must have strong and versatile computer applications and should be very familiar with their host municipality, the city and/or the region they will be posted to. The position requires savviness and strong judgment calls to liaise with the municipal officials.