

ESSEC IRENE is looking for a:

PROJECT OFFICER

(Governance and management / CBRN issues)

ABOUT ESSEC IRENE

The **Institute for Research and Education on Negotiation (IRENE)** was founded in 1996 at ESSEC Business School (non-profit organization; a higher education institution founded in 1907). It pursues three missions:

- **research** in the fields of negotiation, mediation, conflict resolution, and stakeholder dialogue ;
- **fieldwork activities** in fragile and post-conflict countries, through mediation, facilitation, and capacity building interventions ("Negotiators of the World" programme). ESSEC IRENE is a French member organization of EPLO (European Peacebuilding Liaison Office), the European platform of peacebuilding NGOs ;
- **executive education** through participative trainings for more than 2,000 people every year, in higher education institutions, private companies, and public institutions (European Commission, General Secretariat of the Council, French Ministry of Foreign Affairs, Ministry of Defence, etc.).

So far, ESSEC IRENE has conducted operations in 67 countries. IRENE has a branch office in Singapore (IRENE ASIA) and in Brussels (IRENE EUROPA).

In this context, IRENE has been chosen by the European Union to work on the governance of the CBRN Centres of Excellence (<http://www.cbrn-coe.eu>), an initiative that was launched by the European Union to mitigate risks resulting from chemical, biological, radiological and nuclear (CBRN) materials. The CBRN initiative aims at boosting the cooperation and developing a common and coherent CBRN risk mitigation policy at national, regional and international levels. Moreover, the EU also awarded ESSEC IRENE with the Mediation Support Project (MSP) and the European Resources Mediation Support (ERMES) as a member of a consortium. ESSEC IRENE thus deploys expert missions in mediation at the international level on behalf of the European Commission and the European External Action Service.

In the framework of these contracts related to governance and mediation, we are looking for a Project Officer to join the team.

GOALS AND RESPONSIBILITIES

The Project Officer will focus on this EU-related project to support multilateral governance in the field of security and mediation.

- Contribution to the development of governance concepts and tools;
- Contribution to the organization and the delivery of fieldwork missions to North Africa, sub-Saharan Africa, South Eastern Europe and the Middle East;
- Liaison with the Institute's partners in the project;
- Drafting of project-related documents (mission reports, interim reports, strategy papers, etc.);
- Liaison with partner institutions at headquarter level and on the field, EU officials and national officials in those areas;

- Help prepare logistics for trainings and expert missions;
- Contribution to training activities delivered by the Institute in English, and possibly in French;
- Contribution to training innovations (e.g. case studies).

Depending on his/her experience and aspirations, the successful applicant may also contribute to research, development, partnerships and communication activities of the Institute.

CANDIDATE'S PROFILE

Required:

- Higher degree in management, international relations, political sciences or others; possibly with a focus on security, governance, mediation or public institutions;
- Fluent French;
- Fluent English, writing and presentation skills;
- Good knowledge or experience of the concerned regions;
- Previous work experience in NGO, company, agency, international organization or administration;
- Good knowledge of international and EU institutions.

A plus:

- Proficiency in a third language would be an asset;
- Experience in governance related projects;
- Knowledge of EU project management procedures;
- Knowledge of CBRN risk mitigation;
- Experience working with high-level officials in the concerned regions;
- Ability to work in sensitive contexts.

Personal skills:

- Public speaking skills required;
- Teamwork skills, adaptability;
- Conscientiousness.

STATUS

- Full-time fixed-term contract for the project's duration. *Cadre* under French labour laws.
- Vacancy to be filled in January 2019.
- Location: ESSEC, Cergy (close to Paris by public transport). Frequent missions to the field.

CV and cover letter (in English or French) to be sent only by email to irene@essec.fr under reference "Application Project Officer ESSEC IRENE".