



JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK</p> <p><u>Job Title:</u> Programme Assistant, Myanmar Operations</p> <p><u>Job Location:</u> EU Delegation, Yangon</p> <p><u>Area of Activity:</u> Management of EC external aid to Myanmar</p> <p><u>Category :</u> LA II</p> <p>JOB CONTENT</p> <p>Overall purpose : To assist the Operations section in the management of development cooperation with Myanmar.</p> <p>Functions and Duties :</p> <ul style="list-style-type: none"> Preparation of tenders, calls for proposals and contracts. Compile and update project related files and documents. Monitor procedural requirements related to projects (start up events, deadlines, reporting) Coordinate and provide administrative support to I-NGOs/Consultants. Liaise with Finance & contracts section in ensuring timely payments, budget amendments and riders. In conjunction with other sectors, update the EC project database on a monthly basis. Review and collate relevant press articles. Organise missions and post missions actions. Follow up functional budget. Prepare relevant information, press releases, fact sheets, presentations of activities of the section Assist in preparing monthly and annual reports Assist in encoding contract data (CRIS) Follow up allocation, commitments & disbursements Verification of the projects financial accounts Ensure that the relevant sector documents are posted and up to date on the EC Delegation website 	<p>EDUCATION AND TRAINING <i>University level or higher diploma education</i></p> <p>EXPERIENCE At least 5 years post graduate working experience in project/programme management and financial administration.</p> <p>KNOWLEDGE</p> <p><u>Specialist knowledge</u></p> <ul style="list-style-type: none"> <i>Good knowledge and understanding of EC contractual rules and procedures.</i> <p><u>Technical knowledge</u></p> <ul style="list-style-type: none"> <i>Professional experience in contractual management of projects.</i> <i>Good knowledge of basic informatics tools.</i> <p>SKILLS</p> <p><u>Linguistic skills</u></p> <ul style="list-style-type: none"> <i>Excellent working knowledge of English</i> <p><u>Communication skills</u></p> <ul style="list-style-type: none"> <i>Good written and verbal communication skills</i> <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> <i>Ability to build productive and co-operative working relationships with other units and colleagues.</i> <i>Ability to work in a diverse socio-cultural environment</i> <p><u>Intellectual skills</u></p> <ul style="list-style-type: none"> <i>Ability of analysis and judgement</i> <i>Good creative approach to problem solving</i> <p><u>Management/Organisational skills</u></p> <ul style="list-style-type: none"> <i>Ability to set priorities and meet deadlines</i> <i>Excellent capacities to assure quality, speed and accuracy in performing financial and procedural duties</i> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> <i>High level of flexibility to work under pressure</i> <i>Ability to deal with confidential matters</i> <i>Good commitment and determination in the pursuit of goals</i>