

JOB PROFILE

Job Title: Programme Officer
Job location : Dili, Timor-Leste
Area of Activity: Development Cooperation
Category : DAL I
Situation : Open

JOB CONTENT

Overall purpose :

Carry out tasks as Programme Officer under the authority of the Head of Delegation and under the supervision of the Head of Section.

Functions and Duties :

To carry out the following functions related to the management of EU external assistance in Timor-Leste in the field of local socio-economic development, including (but not limited to) local infrastructure, agriculture, health and environment.

1) Sector Analysis, strategy formulation and programming

(Function type: Policy Analysis)

- Support policy dialogue with ministries, agencies, donors and other stakeholders active in the above sectors.
- Contribute to sector analysis and to the definition of a sector strategy for areas dealt with.

2) Sector reporting

(Function type: Internal Communication)

- Observe, monitor, analyse and report regularly and in the appropriate fashion (including early warnings on potential problems) on issues in the above sectors (at local, national, regional and international level), as well as in response to specific requests.

3) Project cycle management

(Function type: Programming/Project/Process Management)

- Contribute to the programming, identification and appraisal of projects in the above sectors in close cooperation with all project stakeholders.
- Contribute to all aspects of the procurement process (drafting terms of reference, launching tenders and/or call for proposals, assisting in the tendering/evaluation, contracting process, etc).
- Ensure the effective follow-up and close monitoring of ongoing projects, attend management and monitoring meetings (including monitoring field visits) and report accordingly, elaborate progress reports when required, check payment requests, evaluate claims, review and approve progress reports, and propose actions as needed.
- Support mid-term reviews, external monitoring missions, and evaluations of projects, and ensure that recommendations are implemented.
- Facilitate coordination among all project stakeholders and with complementary projects from other development partners in the same fields.
- Give an "operational initiation visa" on documents when required.

4) Representation, Negotiation, Participation

(Function type: Representation, Negotiation, Participation)

- Maintain good and effective contacts with the local operators in the field, with the national and district authorities and institutions concerned, with representatives of the missions of the EU member states, with representatives of other development partners, with NGOs and other Non-State Actors.

- Assist in the organisation of missions from the European Commission's headquarters.
- Prepare briefings and information notes to the Head of Section/Head of Delegation as may be required.

5) Communication relating to programme and projects

(Function type: External Communication)

- Produce and disseminate information on projects for newsletters, workshops, seminars, conferences and other public events and reports, with emphasis on best practices and results.
- Assist in the organisation of public events related to EU cooperation with Timor-Leste
- Build appropriate networking to disseminate and promote EU cooperation in Timor-Leste in the above-mentioned fields.

JOB REQUIREMENTS

EDUCATION AND TRAINING

Formal education which corresponds to completed university studies of at least three years duration attested by a diploma, in an area directly relevant to this job profile (project management, international relations, rural development, environment, health, engineering, etc).

EXPERIENCE

Post graduate professional experience of at least 3 years, with a minimum of 2 years working in the management of development cooperation projects. Experience working with NGOs and/or in the implementation of projects financed by international development partners would be an important advantage. Experience with projects funded by the European Union would be a clear advantage.

KNOWLEDGE

Good knowledge of current development issues (at national and international level) in the specific fields mentioned above.

SKILLS

Linguistic skills

Fluent in English and Tetun.

Knowledge of Portuguese would be an advantage

Communication skills

Sense of dialogue and good capacity of communication in public. Familiarity with diplomatic/Government environment .

Interpersonal skills

Able to work in an international and multicultural team.

Sense of initiative and autonomy.

Intellectual skills

Analytical capacities and problem-solving skills.

Management skills

Ability to work under pressure and meet tight deadlines.

PERSONAL QUALITIES

Written references from previous employers are required.