



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version317165 in *DEVCO.F.2.DEL.China.008*  
Valid from17/06/2019until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - Programmes and Projects

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the authority of the Head of Delegation (HoD) and the direct supervision of the Head of Cooperation (HoC) and the Team Leader (TL), the job holder will support the Delegation in the management of its bilateral relations with the country, in particular in the establishment of partnerships in support of innovative development cooperation, including development dialogue, bilateral and trilateral cooperation and investment/blending. S/he will also contribute to identify, formulate and manage development initiatives and programmes, and ensure coherence and complementarity between new and traditional DEVCO initiatives at country level. S/He will proactively engage with relevant actors (national, local and international), supporting Delegation's efforts in programming, identification, formulation, implementation, monitoring and evaluation of all initiatives. S/He will contribute to related policy developments and dialogue(s), coordinate with International Financial Institutions as well as EU development banks, in close cooperation with relevant teams in HQ (geographic, thematic) and the region (Coop and Finance and Contract in Bangkok). S/He will contribute to reporting activities and briefings related to his/her field of work, provide support to the Team Leader for the management of the DEVCO team and assist the Delegation in analysis, strategic planning and visibility of all activities of the EU Delegation.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### **+ POLICY ANALYSIS - Analytical Support, Policy Adviser**

- *Contribute to the analysis and follow-up of political, geo-political, economic, social and humanitarian policies and reports, with a view to contextualise the EU Development Cooperation principles and approaches both at country level and in connection with partner country development efforts in third countries;*
- *Co-operate with development cooperation stakeholders at country level (e.g. official institutions and agencies, think-thanks, Member States, development partners, civil society organisations and private sector actors...) and regional level when relevant, with a view to facilitate the preparation of a high level development dialogue at country level.*
- *Co-operate with partner government institutions and agencies, with multilateral organisations and public/private financial institutions, in designing and implementing administrative arrangements (project, programmes, investment/blending and other innovative instruments) with a view to implement bilateral, trilateral or multilateral cooperation initiatives with the partner country.*
- *Ensure the integration of EU Development priorities in all sector policy dialogues established with the partner country, with the view to ensuring development policy coherence in bilateral, trilateral and/or multilateral cooperation initiatives with the partner country.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT - General Programme Management - Project Definition and Management**

- *Contribute to the programming, identification and appraisal of DEVCO actions in close cooperation with the main stakeholders*
- *Assist with all aspects of the procurement process (drafting Terms of reference (TORs), launching tenders, etc.);*
- *Monitor on-going DEVCO funded projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed;*
- *Contribute to the evaluation of projects;*
- *Maintain contacts with the EU Member States and other actors active in the areas covered by the jobholder. Coordinate project objectives and activities with other EU actions in the country/ region;*
- *Contribute to briefing, reporting, visibility activities and other requests by HQ/DEL as required.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT - SPECIFIC PROJECT/PROCESS MANAGEMENT-Project Definition and Management**

- *Define project/s strategies, objectives, organization, planning of schedules, tasks, deliverables and priorities;*
- *Monitor activities against the plan, including costs, time scales and use of resources and take action in case of deviations;*
- *Carry out quality controls, risk analysis and review of deliverables and provide status and progress and final reports;*
- *Ensure the delivery of exploitable results as well including the value of outcomes;*
- *Contribute to regular reporting requirements. Contribute to evaluations and follow-up;*
- *Give the "operational initiator visa" on any document where required; give the "operational verifier visa" on any document where required by the internal financial circuits of the EU Delegation agreed with DEVCO.*

**+ PROGRAM / PROCESS / PROJECT MANAGEMENT - + SPECIFIC PROJECT/PROCESS MANAGEMENT-Preparation and follow up of calls for tender**

- Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects;
- Ensure the follow-up of the implementation of projects and the good performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise;
- Deal with horizontal activities, concertation and networking aspects of the DEVCO work, its programmes and projects.

**Job requirements**

**Experience"**

**+ INTERNATIONAL COOPERATION and DEVELOPMENT**

Job-Related experience:at least 5 years

Qualifier:desirable

Experience in Development cooperation (minimum 5 years) including in policy dialogue, partnerships development, investment related matters (e.g. blending), bilateral and trilateral cooperation Experience in EU Delegation development cooperation is an advantage. Knowledge of local language is an advantage.

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

**Knowledge**

- **ANALYSIS and INTELLIGENCE**  
**ANALYSIS and ADVICE**  
*Problem-solving by finding information and/or contacting appropriate people*  
*Efficient search for - and analysis/synthesis of - info from relevant sources, incl the Web*  
*Methods of information research in data sources and databases*  
*Data analysis techniques*  
*Exploratory data analysis*  
*Strategic studies methods and tools*  
*Forward studies methods and tools*
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
**BUDGET and FINANCE**  
*Budgetary rules and procedures*  
**PROCUREMENT and CONTRACT MANAGEMENT**
- **INTERNATIONAL RELATIONS (generic)**  
*Multilateral international agreements and negotiation methods and procedures*  
*Mandate and working modalities of international organisations*  
**EXTERNAL RELATIONS**  
*EU External Assistance policies*  
**INTERNATIONAL COOPERATION and DEVELOPMENT**  
*Development and external co-operation issues*  
*Cooperation with developing countries*

## Competences

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*  
*Inquiring mind*
- *Communicating*  
*Ability to chair meetings*  
*Ability to understand and be understood*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Quality & process management abilities*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*
- *Working with Others*  
*Ability to work in a team*

## Job Environment

### Organisational entity

Type: Delegation / Representation

Size: 0 to 15 people

Gender balance (within the entity): balanced team

Comments:

Presentation of the entity:

The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments

### Job related issues

Atypical working hours

Specialised Job

#### Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

Comments:

Pollution

### Workplace, health & safety related issues

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

Comments:

**Other**

Comments: