



Terms of Reference

Programme Assistant (Group II)

Job family :	Programme	Duty Station:	Yemen-Sana'a
Job category:	Programme Assistant (Group II)		
Line manager :	HoO	Supervision exercised :	No
Back-up :	PO Yemen	Replacement :	xxx

1. Job summary:

The job holder carries out activities to contribute to the delivery of an effective humanitarian response. The job holder contributes to assessments, monitoring and evaluations of projects, as well as to the analysis of the humanitarian context in the area of coverage.

2. Responsibilities & Tasks:

Within delegated authority, the Programme Assistant (Group II) will be responsible for the following tasks:

Programme work

- Contributes to the appraisal, monitoring and evaluation of projects, including financial assessment of proposals;
- Critically studies and comments upon partners' reports and field operations and reports to line manager
- Assists the Head of Office/TA in the preparation of fiche-ops, as appropriate;
- Assists with, participate in, and report on meetings, as appropriate;
- Advises on the operational capacity of implementing partners;
- Draft reports on the humanitarian situation, including any political, economic and security events relevant to the analysis of the humanitarian situation in the country/region;
- Produces and circulates information of common interest (humanitarian situation reports, background information, etc);
- Accompanies the TA on field visits, as requested and may act as an interpreter if necessary.
- Assists the HoO/TA in the event of an emergency response;
- Prepares maps, when appropriate;
- Provides back-stopping and surge support capacity in case of need.

Specific duties for the senior level Programme Assistant:

- Pro-actively follows local or regional events that may impact on the humanitarian situation in the country/region;
- Appraises, monitors and evaluates projects and reports to the line manager.

Working with partners

- Maintains contacts with ECHO's partners, advising the TA of any major issues arising;
- Ensures communications with ECHO's partners, including establishing and maintaining a database of relevant organisations and personnel;
- Maintains contracts/grants database;



Terms of Reference

Programme Assistant (Group II)

Representing ECHO

- Participates in meetings, as requested and appropriate;
- Liaises with local authorities and institutions, as delegated and appropriate;
- Assist with enhancing the visibility and communication of ECHO's overall assistance.

General administration:

(If/When applicable)

- Provides reports and other ad-hoc documents as requested and to be verified and agreed by the HoO/TA;
- Respond to requests for information as delegated
- Prepares missions: agenda setting, contacts with partners, programming visits, meetings, etc;

Office specific responsibilities/tasks:

(When applicable)

Undertakes any additional tasks as assigned by the TA, Head of Office/RO and/or Headquarters.

3. Competencies required:

- Drive for Results: High Level
- Conduct in Service: High Level
- Working with Others: High Level
- Decision-making: Medium Level
- Managing and Organising Information: Medium Level
- Strategic Thinking and Planning: Medium Level
- Communication: Medium Level
- Organisational Awareness: Medium Level
- Adaptability and Flexibility: Medium Level
- Leadership: Medium Level

The definition of each competency and examples of behaviours expected for each level are listed in annex.

4. Job Requirements:

Education:

- A relevant first level university degree or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant experience at national or international level in supporting programme/project operations., including at least 2 years of experience with an NGO's, donor or national/international organisation;
- Good knowledge of the EU humanitarian aid system;
- Good knowledge of International NGOs, UN Aid agencies and Red Cross Movement;
- Good understanding of Humanitarian Aid principles, policies and Standards ;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).



EUROPEAN COMMISSION

Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

[E/4 ECHO Field Network]

Terms of Reference

Programme Assistant (Group II)

Languages:

- An excellent knowledge of English (verbal & writing).
- An excellent knowledge of Arabic language.