The European Union Delegation to Afghanistan is looking for: Project Manager - Water, NRM, Environment and Climate Change

Local agents
Please send your application and supporting documents to the email address: delegation-afghanistan-hr@eeas.europa.eu. The deadline for applications is: 06 February 2020 at 11:59 PM

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy. The EU Delegation to Afghanistan.

We offer

We offer a post of Project Manager. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Project Manager – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff to below tasks and responsibilities under the supervision and responsibility of the relevant head of section.

Functions and duties:

- Comprehensive knowledge of the relevant Government of Afghanistan policies, and the EU Multi-annual Indicative Programme (MIP) for Afghanistan;
- Contribute to the regular reviews of the above-mentioned programme or other EU policy documents in the field of Water and Natural Resources Management in Afghanistan;
- Demonstrate in-depth understanding of the Government of Afghanistan’s priorities in the field, in addition to other donors’ positions;
- Develop and maintain effective internal and external working relationships with particular focus on actors that have direct impact on the implementation of the attributed projects, including for effective coordination;
- In collaboration with the section’s colleagues, ensure appropriate follow up in all aspects of programme implementation in the Water sector including project identification, drafting of Terms of Reference, preparation, launching and evaluation of contracts;
- Assist in preparation of administrative files related to contractual matters:
  - Encode entries in CRIS accurately and comprehensively and/or conduct the quality checks (e.g. accuracy and comprehensiveness) of data entered in CRIS;
  - Encode and ensure adequate updating of all contract information in the Operations Database;
- Within delegated authority, act as certifying officer (approve/confirm proposed obligations or disbursements in accordance with the Financial Rules and Regulations of the EU);
- Contribute to internal Delegation reporting;
- Liaise with the Finance and Contracts Section coordinate and clarify project related queries;
- Effectively monitor projects through field visits and results-based reporting, problem analysis and problem solving in order to ensure better functioning of projects;
- Contribute to ensuring appropriate project visibility;
- Facilitate, coordinate and help towards promoting a culture of efficient service, including liaising with the other members of the Operations team.
- Cooperate fully with the head of section, including supporting him/her in coordination and communication with GoA by participating in dialogues with the authorities (both national and local level) and other donors
- Hold regular meetings with implementing partners and ensure timely follow up of agreed action plans
- Attend and Represent the EU Delegation in water donors coordination meetings and workshops
- Represent the EU Delegation in the water national, regional, and international seminars and conferences and demonstrate the EU engagement in water, NRM, Environment and Climate sectors

**Selection Criteria**

**Minimum Requirements:**

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law;
3. has a satisfactory knowledge of; English, Persian (Dari) and Pashto

**Required education and experience:**

**Education & Training**

- University Degree in Civil engineering, Economics, Environmental Studies or a comparable education backed up by strong professional experience in the field

**Knowledge & Experience**

- At least 3 year experience in planning and implementing programmes, in water management and natural resources
- A good understanding of the Afghanistan National Development Strategy and international development policies especially in fragile contexts
- Experience in policy analysis and/or dialogue
- Experience in project implementation or management;
- Excellent understanding of general issues related water management and natural resources, the key actors and priorities.

**Language skills**
Excellency in English, both in verbal and written presentations

Proficiency in Persian (Dari) and Pashto (written and spoken)

Knowledge of another European or Afghan language would be an advantage

Communication skills

- Ability to represent the EU internally and externally.
- Ability to establish reliable working relations with other donors, Afghan governmental and non-governmental institutions.
- Ability to draft sound and clear reports for internal and external consumption on issues in the portfolio.

Interpersonal skills

- Good team-working skills.
- Good negotiation skills.
- Ability to integrate well in a team with colleagues from different backgrounds and working on different files.

Intellectual skills

- Good analytical skills with ability to quickly identify key issues and explain them concisely.
- Thorough understanding of sectorial priorities and capacity to appreciate the full complexity involved in the water sector.

Computer skills

- Experience in the usage of computers and office software packages, experience in handling of web-based management systems

Management and organisational skills

- Capacity to focus on priorities and to organize work to deliver high quality on time;

Personal qualities

- Timely, accurate and diligent work attitude, providing high quality results even under tight deadlines

Working environment: Co-operation – Operations Section
Working Hours: 8.30-12.30, 13.30-17.30
Group: I
Basic salary: 3461 EURO
Duration of Contract: 6 Months (temporary)

We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

How to apply

Please send your application and supporting documents to the email address: delegation-afghanistan-hr@eeas.europa.eu. The application (letter of motivation + completed standard CV) must
be clearly marked "VAC-2020-02". For further details of the job description/requirements as well as template of standard CV, please visit the Delegation web page: http://eeas.europa.eu/delegations/afghanistan/about_us/vacancies/index_en

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to delegation-afghanistan-hr@eeas.europa.eu.

Address: Charahi Sadarat (opposite Ministry of Interior), Shar-e Naw, Kabul

**The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**The deadline for applications is:** 06 February 2020

**Annexes:**

- Job profile
- CURRICULUM VITAE Local Agent

www.eeas.europa.eu

**Source URL:**