EUROPEAN COMMISSION

Job Description Form

Job Description
Job no.123524 in *DEVCO.H.2.DEL.Timor-Leste.001*
Valid from01/08/2021 until

Job Holder

Name

Job Profile

Position
Temporary Local Agent Two Years from 01 August 2021

Job title
International Aid / Cooperation Officer

Domains
Generic domain
EXTERNAL COOPERATION and DEVELOPMENT
Specific domain

Good Governance - Institutional Building - Decentralization

Job Family
External Relations
Sensitive job
No

Overall purpose
Programme Officer under the authority of the Head of Delegation and supervision of the Head of Cooperation
Functions and duties

+ *GENERAL PROGRAM MANAGEMENT - Project officer*

- *1) Sector Analysis, strategy formulation and programming (Function type: Policy Analysis) a)Support policy dialogue with relevant ministries, agencies, donors and other relevant stakeholders in all social, economic and trade areas. b) Contribute to sector analysis and to the definition of a sector strategy for areas under his/her responsibility.*
- *2) Sectorial reporting to Headquarters (Function type: Internal Communication) a)Observe, monitor, analysis and report regularly and in fashion (including early warnings on potential disagreement) to headquarters on sectorial issues, as well as in response to any specific requests.*
- *3) Delegation's project cycle management (Function type: Programming/Project/Process Management)*
- *- Contribute to the programming, identification and appraisal in close cooperation with beneficiary institution(s) in the host country, if and when such programmes are decided in the areas under his/her responsibility. - Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc).*

- *- Monitor ongoing projects, attend cooperation section and monitoring meetings, elaborate progress reports on projects and propose actions if and when needed. - Evaluate projects. - Maintain contacts with other donors active in the host country - Give an "operational visa" on document where required*
- *4) Preparation and follow up of calls for tender (Function type: Project/Process Management) a) Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.*

Job requirements

Experience

Job-Related experience: at least 2 years
Qualifier: essential
Professional experience requested in the area and duties to be carried out of at least two years. Experience of two additional years or more is an advantage. Experience in management of projects funded by the European Commission would be a clear advantage. References (in writing) of previous employers are required.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B2	B2	B2	B2	B2
Portuguese	B1	B1	B1	B1	B1
Tetum	C1	C1	C1	C1	C1

Knowledge

- *Management and Organisation ◦ Project management*
  ### Competences

- *Communicating*
  - *Ability to communicate in meetings*
  - *Ability to understand and be understood*
  - *Capacity to present issues to an audience*
  - *Drafting skills*
  - *Ability to chair meetings*
- *Delivering Quality and Results*
  - *Accountability*
  - *Conscientiousness*
  - *Eye for detail / Accuracy*
- *Working with Others*
- *◦ Confidentiality*

Job Environment

Organisational entity

Type:	Delegation / Representation
Size:	16 to 25 people
Gender balance:	Yes

Comments:

Presentation of the entity:

The Directorate General for International Partnership (INTPA) is responsible for designing European Union development policies and for the implementation of the Commission's external aid instruments

Job related issues

[ ] Atypical working hours

Missions

[X] Frequent, i.e. 2 or more missions / month
[ ] Long duration, i.e. missions lasting more than a week

Comments:

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: