



Job Description for a Project Officer

The job function and the job description may be changed in accordance with the needs of the Delegation

Employer

EU Delegation	Bosnia and Herzegovina
Location	Skenderija 3a, 71000 Sarajevo

Job description

Group	1
e-Del-HRM and Sysper2 references	Sysper2 440026
Section in the organisation chart	OPS Section
Next hierarchical superior (who to report to)	Reporting to the Head of OPS3 and Head of Cooperation
Working hours	full time
Working environment/conditions	multicultural environment, business trips
Job objective	Under the responsibility of the Head of OPS3 / Head of Cooperation to ensure effective programming and implementation of EU financial assistance to Bosnia and Herzegovina in the area of civil society, culture, youth and media
Main Tasks	<p><i>Policy analysis: sector analysis, strategy, formulation and programming duties in the area of civil society, culture, youth, media</i></p> <ul style="list-style-type: none"> • Support policy dialogue with all relevant ministries, agencies, donors and other stakeholders and civil society organizations • Contribute to sector analysis and to programming of activities under the Instrument for Pre Accession Assistance (IPA) • Contributes to the programming, identification and appraisal of EU financial assistance in close co-operation with the beneficiary institutions and authorities of Bosnia and Herzegovina • Contributes to and facilitates the identification and appraisal of EU financial assistance in close co-operation with all stakeholders present in the sectors • Follows up the development of EU policy on civil society, culture, youth and media <p><i>Project management: project cycle management in the areas of civil society, culture, youth and media</i></p> <ul style="list-style-type: none"> • Implement all phases of the procurement process, including terms of reference, launching of tenders, drafting guidelines for call of proposals in the civil society sector, supporting the Human Rights and Democracy programme, evaluating the bids, preparing the contract files, • Review and approve documents as part of contract management • Monitor on-going projects, draft progress reports and propose corrective actions if necessary • Assess payments for approval • Ensure effective co-ordination with other donors active in the field of competence <p><i>Sectoral reporting on civil society, culture, youth and media</i></p> <ul style="list-style-type: none"> • Monitor and report on sectoral issues to the Hierarchy (including early warning on potential disputes) • Contribute regularly and timely to the Delegation's reporting to Headquarters on sectoral issues (in particular on the annual Country Report) as well as to any specific request

	<p><i>Horizontal issues and coordination</i></p> <ul style="list-style-type: none"> • Works in close cooperation with the OPS3 section's programme managers, • Works in close cooperation with the POL or Executive Office sections, • Contributes to requests addressed by the Executive Office <p><i>Internal and External communication: communication related to programme and projects in the areas of civil society, culture, youth and media</i></p> <ul style="list-style-type: none"> • Under the supervision of the Head of Section and the Head of Co-operation and in close relation with the Communication section, produce and disseminate the results of projects at workshops, seminars, conferences contributing to the achievement of the Delegation's objectives for the visibility of EU activities in Bosnia and Herzegovina • Extract and disseminate best practises and facilitate exchange of experiences • Writing briefings and speeches • Youth contact point
Personal skills	<p><i>Analysing problem solving:</i></p> <ul style="list-style-type: none"> • Ability to conceptualise problems, identify and implement solutions • Capacity to analyse and structure information <p><i>Communicating:</i></p> <ul style="list-style-type: none"> • Ability to understand and be understood • Capacity to communicate technical or specialised information • Drafting skills (synthetic style) <p><i>Delivering quality results:</i></p> <ul style="list-style-type: none"> • Quality & process ability • Eye for details and accuracy <p><i>Prioritising and organizing:</i></p> <ul style="list-style-type: none"> • Capacity to deliver in a structured manner • Planning capacity <p><i>Soft skills:</i></p> <ul style="list-style-type: none"> • Capacity to interact in a professional and polite manner with colleagues and external beneficiaries. • Capacity to consider the different points of views of others without being confrontational. • Capacity to articulate opinions
Specific physical requirements (if any)	

Job specifications

	Compulsory requirement	Asset
Qualifications	University degree or equivalent level of knowledge through extensive professional experience	Master degree or equivalent
Professional experience	Minimum 5 years of experience in the field of programme management and policy	Previous experience in a diplomatic mission /international organisation Experience in civil society, culture, youth and media
Knowledge of languages	Excellent command of English (C1) and local languages	
Knowledge of IT tools	Microsoft Office	