

BASIC INFORMATION

SITUATION by (date):	Vacant
Name of Job holder:	N/A
Category and grade (of present Job holder):	AL-1
N° of the post:	294523
Job Profile	Project Officer – Foreign Policy Instruments

Context

The core business of the European Commission's Service for Foreign Policy Instruments (FPI) is to put EU foreign policy into action – fast and flexibly – in a policy-driven approach. The Service deals with the regulatory and financial aspects of EU foreign policy. It acts as first responder to foreign policy needs and opportunities, focusing on leveraging the EU's influence in the world as well as on conflict prevention and peace. The Service plays a crucial role in translating the European Commission's political priorities into external action, in line with the EU's Global Strategy for Foreign and Security Policy.

The Service reports directly to the High Representative/Vice President. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

FPI's action under the Neighbourhood, Development and International Cooperation Instrument - Global Europe (NDICI-GE) is coordinated by five Regional Teams. This vacancy is for a post within the FPI Regional Team - Asia&Pacific (RT), which operates from the EU Delegation to Thailand, in Bangkok.

Established in 2017, the RT in Bangkok covers the Asia/Pacific region and is the hub of a wider presence of FPI in Asia. The regional team closely cooperates with more than 25 EU Delegations in the Asia/Pacific region, with FPI HQ and all relevant internal and external stakeholders to conceptualise, formulate and implement activities funded through the NDICI-GE.

Specialist knowledge

- Excellent ability to think analytically and innovatively
- Good capability for converting ideas into practical results
- Good project management skills
- Knowledge of the existing EC procedures and guidelines would be an asset

Further details on the job framework, on the job content and on the job requirements are given below.

JOB PROFILE

JOB FRAMEWORK

<u>Job Title:</u>	Project Officer
<u>Job location:</u>	EU Delegation Bangkok
<u>Area of Activity:</u>	EU External Relations (Foreign Policy Instruments - Regional Team for Asia & Pacific)
<u>Category:</u>	AL I
<u>Situation:</u>	As indicated in the "Basic Information"

JOB CONTENT

OVERALL PURPOSE

Within the FPI Regional Team for Asia&Pacific, in coordination with Headquarters (HQ) and the network of EU Delegations in the region, and under the authority of the Head of the FPI Regional Team for Asia/Pacific, the jobholder will manage projects funded under the Neighbourhood, Development and International Cooperation Instrument - Global Europe (NDICI-GE). The jobholder will also be requested to support FPI's action in Asia/Pacific at large and manage projects, as needed.

In close cooperation with relevant sections at the host and other Delegations in the region, the jobholder will contribute to policy analysis oriented towards the identification, formulation and implementation of projects/programmes and will contribute to the annual activity report and any other reporting requirements as appropriate.

This is a regional post covering the Asia/Pacific region. Frequent missions in the region are an integral part of the assignment.

The work will involve close cooperation with the European Commission line Directorates General (DGs), the European External Action Service, the EU Delegations in the region, and the EU Member States representations.

FUNCTIONS AND DUTIES

• Identification of FPI projects and Policy Coordination

- In the geographical region of responsibility, follow closely the policy developments and windows of opportunity in order to identify proactively the scope for new NDICI-GE interventions;
- Contribute to the shaping of the overall EU policy in a given geographic and thematic scope, in close cooperation with EEAS geographic services, EU Delegations and line DGs through proactive participation in related meetings, and contribution to related briefings and other documents;
- Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping;
- Advise the Head of the FPI Regional Team on opportunities of use of FPI tools and projects for political leverage and activities;
- Carry out missions in the region as needed.

• Specific project/process management – preparation and management of projects

- Prepare timely, solid and accountable programmes under the NDICI-GE, by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of political desirability, legal eligibility and practical and procedural feasibility;
- In the case of programme proposals submitted from EEAS/Commission services and EU Delegations, ensure rapid screening of proposals for political desirability, legal eligibility and practical feasibility, and help improve proposals from these perspectives;
- During the preparation stage, consult and co-ordinate in the field or in Brussels as appropriate, with all appropriate EU or outside actors, not least the EEAS and Commission services, EU Member States' local representations, third parties or other relevant international organisations;
- Contribute to the screening of concept notes and action document as part of the process of Annual Action Programmes (AAPs);
- Following formal adoption of Annual Action Programmes (AAPs), or programmes adopted outside the framework of an AAP, follow up on the contracting phase in view of the implementation and in accordance with the applicable rules and procedures governing the award of EU external action funds;

- During the implementation phase of programmes under NDICI-GE, follow up on the activities in cooperation with the implementing partners and prepare, in coordination with FPI HQ and EU Delegations, any relevant amendments or extensions, and periodically review the need for additional measures;
 - To undertake any other relevant assignments that may be reasonably requested in support of the well-functioning of the team.
- **Procurement and Contract Management – contracting and follow up of projects**
 - For new projects to be contracted by the FPI Regional Team in his/her area of responsibility, ensure timely and accountable negotiation of technical and financial aspects, and act as operational initiator in view of preparing the signature of contracts or award of grants (drafting ToRs, launching tenders, managing and monitoring calls for proposals, tenders, evaluations and selections of projects etc.), in close co-ordination with the implementing partners, Delegations, finance cell, and EU colleagues at HQ;
 - For all ongoing contracts under his/her direct responsibility, monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay;
 - Report and contribute as appropriate to geographic or thematic reports and documents, including the NDICI-GE regular reporting exercise, overview tables, briefings, formal or informal inter-service consultations, etc;
 - During and after the period of implementation, supervise evaluation and audit of projects, disseminating results as appropriate. Ensure recovery, de-commitment, and regularization of finance, and all other activities of an operational manager as may be required;
 - Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as requested;
 - Follow-up of financial circuit and provide necessary operational initiation visas according to the current regulations and financial circuits approved by FPI.
 - **Institutional representation, negotiation and external coordination**
 - Support FPI in its representation at meetings with regard to the preparation and implementation of projects;
 - Consult and support negotiations with all partners in the preparation and implementation of projects, including EEAS and Commission services, Member States' services and representatives of third countries.
 - **External Communication**
 - Support FPI in its Information and reply to questions from European Institutions, Member States and the general public;
 - Produce and disseminate best practices. Participate in exchanges of experiences;
 - Contribute to external FPI visibility and communication towards partners, institutions, and the general public.
 - **Other tasks**
 - Any ad hoc task as request by the Head of Section (Head of FPI Regional Team - Asia/Pacific);

JOB REQUIREMENTS

EDUCATION AND TRAINING

- He/she must hold a University Degree in a relevant field to the assignment (e.g. international relations, political and social sciences, economics, business administration, science studies, etc.).
- A substantial understanding of the political and/ or socio-economic context in Asia- Pacific is an important asset.
- Knowledge of geo-political aspects related to the Asia-Pacific/EU relations is an important asset.

- Knowledge of EU external policies would be an asset.
- A University post-graduate degree is an asset.

EXPERIENCE

- He/she must have at least 3 years of working experience in a field relevant to the work of FPI (e.g. public diplomacy, economic diplomacy, international relations, trade and business cooperation political and policy dialogues, environment/climate/energy, crisis response, conflict prevention, peace building, security etc.) and proven project management experience throughout the project management cycle;
- Knowledge of EU rules and functioning are valuable assets. Working experience in or with Asia- Pacific is an important asset.

KNOWLEDGE

Specialist knowledge

As indicated on the “Basic Information” sheet

Technical knowledge

- Computer literate (and knowledge of commonly used programmes such as Word, Excel, MS Project, PowerPoint, etc.)
- Capabilities to perform the technical evaluation of proposals and workplans including for the following aspects: policy, technology, socio-cultural issues, institutions, economic and financial issues, contract management and sustainability
- Capable of producing high quality results within often tight deadlines
- Familiarity with gender issues and with environmental issues

LANGUAGES

- Excellent command of English is an essential requirement (written and spoken)

SKILLS

Analysis and problem solving

- Ability to conceptualise problems, identify and implement solutions
- Capacity to analyse and structure information

Communicating

- Ability to communicate in meetings
- Drafting skills
- Negotiation skills

Interpersonal skills

- Able to work in a team
- Diplomatic skills

Delivering quality and results

- Ability to work in a proactive and autonomous way

Prioritising and Organising

- Capacity to deliver in a structured way

- Coordination skills

PERSONAL QUALITIES

- A keen interest in promoting partnerships between Europe and Asia-Pacific
- Thematic polyvalence and aptitude to familiarise swiftly with new thematic subjects
- Ready to travel, sometimes for longer periods and sometimes in difficult conditions