



## EUROPEAN COMMISSION

### Job Description Form

Job description version8 (*Active*)  
Job description version82920 in *INTPA.A.4.DEL.Gabon.002*  
Valid from19/11/2021until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - Public Finance Management, Budget Support, Macro-economic issues,  
Economic development

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the authority of the Head of Delegation and direct supervision of the Head of Cooperation and the Team Leader, at country and at regional level: support sector analysis and policy dialogue in macroeconomics, public finance management, domestic revenue mobilization, public statistics; contribute to the formulation, advise on and manage the implementation of projects and programs of development assistance and of financial and technical cooperation, including budget support, public administration, budget transparency and public finance management reforms; and ensure development partners coordination.

The EU Delegation covers cooperation with Gabon, São Tomé e Príncipe, and with the Economic Community of Central African States (ECCAS).

## **Functions and duties**

### **+ POLICY ANALYSIS**

- *To support policy dialogue on all economic issues related to development with all relevant institutions, agencies, donors and other relevant stakeholders in all areas of concern at national and regional level.*
- *To contribute to sector analysis, in particular macroeconomic analysis, and to the programming of activities in the framework of NDICI and other EU instruments, support strategic reflections on, and contribute to, the design of work programmes, strategic documents, including as regards new approaches and aid modalities for EU interventions.*
- *Provide advice and recommendations on budget support operations.*
- *Provide input and advice on economic issues related to the national and regional context.*

### **+ TECHNICAL ANALYSIS and ADVICE**

- *Provide input and advice on economic issues related to the national and regional context.*
- *Provide input and advice on economic issues related to the national and regional context.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the programming, identification/formulation, implementation and evaluation of projects and programmes - namely support to public finance/public administration, budget support operations - in close cooperation with the beneficiary institution(s) in the host country(ies) and regional organization(s). Draft terms of reference for identification/feasibility missions and monitor them.*
- *Support preparation and finalisation of annual action programmes and action documents for presentation to the NDICI committee.*
- *Initiate and process all aspects of the procurement/call for proposals process: drafting Terms of Reference, launching tenders, evaluating the bids and preparing the contracting file.*
- *Encode contracts and give an "operational initiating or verifying visa" (GESTOPE or possibly RESPOPE) on documents where required and provide 'Certified correct' for payments.*
- *Monitor ongoing projects, attend management and monitoring meetings, perform field visits, elaborate progress reports on projects and propose action if and when needed and launch evaluation of projects and formulate lessons learned.*
- *Maintain contacts with other donors active at the national and regional level, with counterparts in other Delegations and HQ.*

### **+ REPRESENTATION, NEGOTIATION and PARTICIPATION**

- *Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official actors.*
- *Prepare and assist in missions from Headquarters, and participate as required.*

### **+ EXTERNAL COMMUNICATION (general)**

- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EU activities at the national and regional level.*
- *Extract and disseminate "best practices" and facilitate exchange of experiences.*
- *Writing of briefings and speeches.*
- *Contribute to the production of publications.*

+ INTERNAL COMMUNICATION (general)

- Analyse and follow-up sectoral matters in view of regular information to Headquarters, and respond to specific requests in that regard, namely the yearly update of the budget support Risk Management Framework.
- Act as focal point for: budget support, domestic revenue mobilisation, statistics.
- Coordinate information within the Delegation on the areas of competence, and prepare information notes
- Contribute to periodic reporting of the Delegation to Headquarters (i.a. AMP, EAMR, BPC, economic reporting), and ensure specific reporting in the areas of competence.

<b>Job requirements</b>
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**Experience"**

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 5 years

Qualifier:essential

Professional experience in developing or fragile countries, pertinent to the duties to be carried out, of at least 3 years. Professional experience in the implementation of budget support operations of the EU or other donors, supporting PFM reform and PEFA assessments will be an asset. Knowledge of EU external actions contract and financial procedures would be an advantage. Knowledge of Portuguese or Spanish languages would be an advantage.

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	C1
English	C1	C1	C1	C1	C1

**Knowledge**

- *ECONOMICS*  
MACROECONOMICS  
FINANCIAL and MONETARY ECONOMICS  
Public finance
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
PROCUREMENT and CONTRACT MANAGEMENT  
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters  
CONTRACT MANAGEMENT
- *POLICY*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
PROJECT MANAGEMENT  
Project monitoring methods and techniques
- *INTERNATIONAL RELATIONS (generic)*  
EXTERNAL RELATIONS

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Quality & process management abilities*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Working with Others*  
*Knowledge sharing*

## Job Environment

### Organisational entity

*Presentation of the entity:*

### Job related issues

- ☐ Atypical working hours
- ☐ Specialised Job

#### Missions

- ☐ 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:*