



European Union
Civil Protection and
Humanitarian Aid

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (ECHO) is in charge of the European solidarity with people in need all around the world and aims to better coordination and disaster response inside and outside Europe. DG ECHO is based on the principles of **humanity, neutrality, impartiality and independence**. Every decision ECHO takes must be in accordance with these four principles which are at the heart of the European Consensus on Humanitarian Aid.

ECHO Regional Office (RO) for Central America, Mexico and the Caribbean, based in Panama, is looking for a Programme Assistant for Central America

Minimum requirements:

Education: A relevant first level university degree or equivalent professional experience

Knowledge and Experience:

Demonstrate a minimum of 5 years of relevant working experience at national or international level in supporting programmes/ project operations, including 2 years of experience with an NGO, donor or national/ international organisation, preferably in a Central American and/or Caribbean Country.

Good understanding of Humanitarian Aid principles, policies and Standards

Good knowledge of international NGOs, UN Aid agencies and Red Cross Movement

Good knowledge of the EU humanitarian aid system

Excellent command of Office Software package (MS Word, Excel, Power Point, Internet explorer, Outlook)

Information Management skills will be an asset.

Experience in Disaster Risk Reduction will be considered as an asset

Experience in Protection will be considered as an asset

Languages: Excellent command of English and Spanish (oral and written). French will be an asset.

Job description: The incumbent serves as Programme Assistant in ECHO Regional Office based in Panama and carries out activities to contribute to the delivery of an effective humanitarian response in C. America and the Caribbean.

The job holder contributes to the assessments, monitoring and evaluations of projects, as well as to the analysis of the humanitarian context in the areas of coverage.

S/he prepares reports on the humanitarian situation in C. America and the Caribbean including any political, economic and security events relevant to the analysis of the humanitarian situation in the country/region.

This position is open to nationals and other residents of Panama with valid work and residence permits or professionals able to obtain such permits.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and development opportunities.

As a reference, the base salary offered to a person with 5-year experience (the minimum required for the post) is USD 2.452.00 and it could be higher based on the years of relevant professional work experience supported by a work certificate from previous employers. i.e. with 10 years of work experience the base salary would be USD 2,579.00.

Contracts will be ruled under the Panama's labour legislation.

Interested candidates should send a cover letter and their Curriculum Vitae in English (**Europass CV Template only**, which can be found at <http://www.europass.cedefop.europa.eu>) as well as all the related documentation (diplomas, working attestations) to the e-mail address:

LAC.HR@echofield.eu with the subject "**ECHO-VACANCY Programme Assistant - PTY**". Applications must be received no later than **October 4th, 2019**.

Only shortlisted candidates will be contacted. Any kind of influence during the application process will disqualify the candidate.