



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version235477 in *DEVCO.G.1.DEL.Bolivia.002*
Valid from16/07/2019until

Job Holder

Name

Martina PINO

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - External Relations

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To advise on and manage, under the supervision of the Head of Cooperation (HoC) and the Cooperation Team Leader (CTL), the preparation and implementation of projects and programs of development cooperation with Bolivia in the fields of democracy, human rights, gender and strengthening of civil society. To assist the HoC and CTL in co-ordinating all related activities (including roadmap with civil society, sector groups, etc), and the mainstreaming of gender and the rights-based approach to development as required.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- *Based on context, sector analysis and HQ orientations, to prepare the guidelines for EIDHR and CSO/LA in-country calls for proposals and assist in the preparation of other calls for proposals, when required;*
- *To support policy dialogue with all relevant ministries, agencies, donors, civil society and other relevant stakeholders in all areas of concern;*
- *To contribute to sector analysis and to the definition of a sector strategy for the EU;*
- *To contribute to annual reviews, mid-term reviews.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Delegation's project cycle management

- *To identify and instruct projects and programmes financed through the thematic budget lines;*
- *Ensure full project cycle management including monitoring of ongoing projects and programmes in close cooperation with the national or territorial administrations, civil society organizations and other relevant partners;*
- *To assist in all aspects of the procurement process (drafting TORs, launching tenders, evaluations, etc.) and the processing of payments;*
- *Facilitate the integration of a gender and the RBA into policy dialogue and all country cooperation, either through mainstreaming or specific actions;*
- *Assist in the implementation of budget support programmes, in particular the mainstreaming of RBA, gender and civil society participation.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Négociation, participation

- *Under the supervision of an EU official participate in the Delegation and the Commission services meetings, working groups, committees or other coordination events;*
- *To develop and maintain close contacts with relevant Ministries, with the EU Member States civil society organizations, representatives of UN agencies and regional organizations.*

+ INTERNAL COMMUNICATION (general) - Sectoral reporting

- *Observe, monitor and report regularly and timely to hierarchy on governance, gender and human rights related developments, international cooperation and development and related policies, as well as in response to any specific requests;*
- *Draft speeches, speaking notes and briefings in the sectors of concern when required.*

+ EXTERNAL COMMUNICATION (general) - Communication relating to programme and projects

- *Contribute to the preparation of workshops, seminars, conferences and other public events and the coordination of sector working groups;*
- *Extract and disseminate best practices and facilitate exchange of experiences;*
- *Contribute to the production of publications and other visibility materials, including "story telling";*
- *Ensure proper EU visibility for projects implemented by partners e.g. EU MS, UN agencies.*

Job requirements

Experience"

+ RELATIONS with MEMBER STATES and CIVIL SOCIETY, JUSTICE and HUMAN/CIVIL RIGHTS, PROJECT MANAGEMENT, GOVERNANCE, DEMOCRACY

Job-Related experience: at least 3 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Spanish	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Cooperation and development aid - financial aspects
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Office administration
Administrative rules and procedures of the Commission
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Project / process management in the cooperation field

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
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Sociability skills

Job Environment

Organisational entity

Type: Delegation / Representation

Size: more than 25

Gender balance (within the entity): balanced team

Comments:

Presentation of the entity:

The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments

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: