

JOB PROFILE	JOB REQUIREMENTS
<p style="text-align: center;">JOB FRAMEWORK</p> <p>Job Title: Programme Officer Job Location: Delegation Port Moresby Area of Activity: Rural development and WaSH (Water Sanitation and Hygiene) Category: LA (Group I)</p> <p style="text-align: center;">JOB CONTENT</p> <p>Overall purpose:</p> <p>Under the supervision of the Head of Cooperation, contribute to the programming, implementation and monitoring of EU financial and technical cooperation with PNG in the area of rural development and WaSH.</p> <p>Functions and Duties:</p> <p>Programme/project management</p> <ul style="list-style-type: none"> • Contribute to the monitoring of ongoing projects for rural development and WaSH, attend management and monitoring meetings, elaborate progress reports and propose action if and when needed • Contribute to all aspects of the procurement process • Assist in the evaluation of proposals for projects • Maintain contacts with the local operators in rural development and WaSH, with the national authorities and institutions, and non-state actors • Check the accuracy of payment requests and operationally initiate payment procedures • Contribute, in close co-operation with the beneficiary institutions in PNG, to the identification, programming and appraisal of rural development and WaSH programmes • Prepare and assist in missions from Headquarters relating to relevant programmes/projects • Produce and disseminate the results of projects at workshops, seminars, conferences and other public events • Ensure that project managers are provided with guidance regarding financial rules and procedures • Contribute to the production of publications, if required <p>General</p> <ul style="list-style-type: none"> • Maintain good and effective contacts with relevant national authorities, public bodies, non-state actors and EU institutions • Perform any other tasks assigned by the Head of Cooperation or members of Management 	<p>EDUCATION AND TRAINING University degree in Agriculture or Water Management (or equivalent) or other related field. Post-graduate studies in a relevant area considered an advantage.</p> <p>EXPERIENCE At least five years of relevant experience. Experience in the area of development cooperation will be an advantage.</p> <p>KNOWLEDGE</p> <p><u>Specialist Knowledge (know what)</u></p> <ul style="list-style-type: none"> • Financial rules and procedures including EDF (after training) • Financial Regulations (after training) <p><u>Technical knowledge (know how)</u></p> <ul style="list-style-type: none"> • Computer literacy (knowledge of Word, Excel, Access, PowerPoint, Outlook, internet, etc.) <p>SKILLS</p> <p><u>Linguistic skills</u></p> <ul style="list-style-type: none"> • Very good command of English • Good command of Pidgin • Knowledge of another EU language will be an advantage <p><u>Communication skills</u></p> <ul style="list-style-type: none"> • Capacity to communicate clearly, presenting complex matters in a clear manner, both orally and in writing • Ability to interact with colleagues and third parties <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> • Ability to work in a team and to work in a multi-cultural environment <p><u>Intellectual skills</u></p> <ul style="list-style-type: none"> • Ability to identify and analyse key points in verbal and numerical information and to evaluate alternatives objectively <p><u>Management skills</u></p> <ul style="list-style-type: none"> • Capacity to focus on priorities and to deliver duties timely • Good organisational skills • Ability to work autonomously <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Ability to work under pressure and to respond quickly to demands • Commitment to assure quality • Attention to detail • Strong sense of initiative and responsibility • High flexibility • Honesty and discretion