

Job Description for Group 1. Project Officer / **Project Officer**

Employer

EU Delegation	Delegation of the European Union to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM
Location	Hastings, Christ Church

Job description

Group	1
e-Del-HRM and Sysper2 references	e-Del-HRM post no 62224 Sysper post no 256439
Section in the organisation chart	Cooperation (Green Economy, Energy and Resilience Section)
Next hierarchical superior (who to report to)	Team Leader
Working hours	37.5 hours
Working environment/conditions	International and multicultural environment Travelling is required
Job objective	Design, manage, coordinate, monitor, and evaluate resilience, climate change, sustainable infrastructure and renewable energy related programmes (regional or national) financed under various EU financial instruments and aid delivery methods. Follow, promote, implement, analyse, and report on European Union's (EU) International Development policies. Follow, analyse and report on Partner Countries' policies related to EU Delegation's cooperation portfolio.
Main Tasks	<p><i>PROGRAM/PROCESS/PROJECT MANAGEMENT - Project Cycle Management</i></p> <ul style="list-style-type: none"> • Perform all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.). • Manage different types of implementation modalities, including Grants, Contribution Agreements, Administration Agreements, Works, Supplies and Services Contracts, Budget Support or Blending/Investment programmes, as needed. • Manage ongoing projects, attend project steering committees, chair monitoring meetings, elaborate progress reports and propose action if and when needed. • Follow up thoroughly on the activities of the projects by keeping permanent contact with the implementing partners and beneficiaries, as needed. • Coordinate the monitoring and evaluation of projects. • Keep internal financial and technical monitoring and evaluation filed and updated, including in the available IT systems (CRIS, ARES, etc) • Participate in audits as necessary. • Ensure timely closure of contracts and projects. • Ensure coordination and cooperation with other donors and EU Member States active in Barbados, the Easter Caribbean and the wider Caribbean region. <p><i>EXTERNAL COMMUNICATION (general) - Communication and Visibility</i></p> <ul style="list-style-type: none"> • Present EU policies and activities • Participate actively in the Delegation's visibility and communication activities <p><i>POLICY ANALYSIS - Sector analysis, strategy formulation and programming</i></p> <ul style="list-style-type: none"> • Prepare and foster policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern ensuring adequate aid effectiveness. Specific in-depth policy dialogue to be held within the framework of the implementation of Budget Support programmes. • Draft policy analysis reports, and be able to analyse policy-related issues as required. • Ensure excellent collaboration with all other sections. • Support sector analysis and the formulation of sector strategies, country strategy papers, national indicative plans etc. • Support the formulation of multiannual national and regional programming of EU development cooperation interventions. • Support programme identification and formulation in close cooperation with the beneficiary institution(s) in Barbados, the Easter Caribbean and the wider Caribbean region.

	<ul style="list-style-type: none"> Contribute actively in the Delegation reporting: e.g. External Assistance Management Report, Annual Management Plan, forecasts.
	<p><i>INSTITUTION REPRESENTATION and NEGOTIATION</i></p> <ul style="list-style-type: none"> Ensure effective operational coordination with Member States, and be responsible for on-the-spot aid coordination. Participate in and chair donor assistance group meetings and act as a focal point for overall coordination with various donors. Officially represent the EU in formal events. Perform the thematic and/or geographical focal point as requested. Contribute to briefings and speeches as requested.
Personal skills	<ul style="list-style-type: none"> Excellent analytical skills. Excellent leadership, interpersonal and communication skills. Willingness to work in a team Very good numeracy skills Excellent networking abilities and capacity to keep relations with various partners Excellent ability to deal with confidential matters professionally Excellent ability to identify priorities, to grasp instructions rapidly and to organise one's work
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory requirement	Asset
Qualifications	University degree in Climate Sciences, Environmental Studies, Development Studies, Renewable energy or equivalent	Specific training in development project management or policy analysis would be a strong asset. A Master's degree or Postgraduate diploma in a relevant area would be considered an asset.
Professional experience	At least five years of relevant work experience, preferably with an international organisation, aid donor, or public sector funded programmes/projects	Experience in managing programmes/projects in the area international development, climate change, renewable energy or related. Basic knowledge of procedures of the European Union would be an asset.
Knowledge of languages	Fluent written and oral ENGLISH (EN). Excellent drafting capacity is a requirement.	Knowledge of French and/or Spanish would be an asset.
Knowledge of IT tools	Excellent computer skills regarding widely used email, word editing, spreadsheet and presentation software applications, e.g. MS-Office or equivalent.	