



UNIÓN EUROPEA

DELEGACIÓN DE LA UNIÓN EUROPEA EN LA REPÚBLICA DOMINICANA

## DESCRIPCION DEL PUESTO

13/08/2020

**TITULO DEL PUESTO:** Project Manager  
**GRADO:** LA-1  
**SECCION:** Cooperation  
**NUMERO DE PUESTO:** 58216

### PROPÓSITO GENERAL:

Under the supervision of the Head of sector, to assist in the policy analysis and reporting and the identification, implementation and follow-up of programmes related to the economic and social regional integration of the Dominican Republic with the Caribbean and Central America; in particular the binational programme with Haiti, programmes related to aid for trade, SMEs and private sector development, competitiveness and border productive development.

### FUNCIONES Y TAREAS:

#### Policy Development

- ✓ To provide information and analysis on issues related to competitiveness of the Dominican Republic (export and investment promotion policies, quality infrastructure, business environment, among others);
- ✓ To provide information and analysis on issues related to political, economic and social regional integration of the Dominican Republic with the wider Caribbean countries, in the areas previously mentioned;
- ✓ To support the development of efficient approaches to aid for trade, on private sector development and all other issues related to regional concerns and priorities;
- ✓ To develop an effective communication with partners in other countries and in headquarters in order to inform policy advice on regional integration and aid for trade, develop an effective communication with regional programmes in both the Caribbean and in Latin America.

#### Program management and planning

- ✓ To support the preparation of programmes aiming to develop and reinforce the capacity of the private sector, their intermediaries and relevant institutions for regional integration;
- ✓ To support the preparation of programmes related to different issues of regional concern, particularly the bilateral relations to Haiti, institutional capacity building, regional private sector development, border and local development;
- ✓ To prepare ToRs for local calls for proposals;

- ✓ To prepare tender dossiers, review of work plans and contracts, and monitor implementation progress; to prepare relevant updates/ amendments of contracts during implementing period.
- ✓ To review project performance and contractual procedures;
- ✓ To analyse financial and technical reports;
- ✓ To follow-up and report on programmes concerning issues of a regional dimension, in particular the binational programme with Haiti and aid for trade initiatives.

#### Information, Communication, Publications and Consultations

- ✓ To maintain and reinforce relationship with different actors and decision makers related to regional concerns in the DR, Haiti and other countries;
- ✓ To develop an efficient communication strategy the private sector, their intermediaries and relevant institutions for regional integration;
- ✓ To supervise the visibility clause that the projects have to fulfil;
- ✓ Under the direct authority of the Head of Sector, to extract and disseminate best practice procedures and present its projects.

#### Inter-service co-ordination and consultation: internal and external coordination

- ✓ To organise and participate in the co-ordination of activities with services of the EU Commission and external organisations, in order to ensure the success of the projects and the implementation of the sector programmes.
- ✓ Under the direct authority of the Head of Sector, ensure coordination with Members States on programme and sectoral issues as necessary.

### **REQUISITOS**

#### **ESTUDIOS**

- University level education of at least 4 years
- Domains: Economics, Social Sciences or related fields.

#### **EXPERIENCIA**

- At least 5 years of work experience in activities related to private sector development and regional integration issues;
- Work experience in a public institution or in an international organisation would be an advantage;
- Work experience in the Caribbean would be an advantage;
- Specialisation in economics, private sector development or other themes related to trade and regional development would be an advantage.

#### **IDIOMAS**

Fluency in Spanish and English (written and oral), proficiency of a third language of the EU (preferably French) would be an advantage.

#### **HABILIDADES**

- Capability to deal with government authorities, institutions and persons
- Ability to perform in public (meetings and conferences)
- Result –oriented
- Negotiation skills
- Ability to work and deliver under pressure and to meet deadlines
- Analytical capacity
- Domain of written and oral communication skills
- Ability to adapt to a multicultural environment
- Office and computing programs skills

## **PERFIL**

In order to fulfil the post requirements, a general knowledge of project cycle management is required, as well as general knowledge of EU policies and activities. Sound knowledge of the key stakeholders in Dominican Republic in the sectors of productive development and trade activity is desirable. Effective and precise communication (written and oral) in Spanish and English is required.

Last update: **August 2020**