



## **The European Union Delegation to Ethiopia is looking for: Project Officer**

### **We are**

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

### **The EU Delegation to Ethiopia ensures:**

- the tasks of the EU Presidency in this host country;
- the representation of the European Union to Ethiopia;
- the follow-up of bilateral relations in the areas of political, economic, trade and external assistance cooperation (financial & technical);
- the follow-up of EU policies in other sectors;
- the follow-up of EU policies to identify opportunities for synergies and/or in-coherences between such policies and poverty reduction in line with policy coherence for development (Art 208 TFEU);
- promotes and defends the values and interests of the EU;
- Coordinates the work of the Member States' Embassies, particularly in the fields of EU competences, notably trade and external assistance;
- carries out CFSP (Common Foreign Security Policy) demarches as appropriate; reports to Headquarters on all matters of interest for EU policies;
- carries out press and public diplomacy activities in pursuit of the above;
- ensures the long-term programming of aid and the management of programmes and devolved projects within the framework of the current reform of External Aid Management;
- ensures implementation of the Communication on a stronger Partnership to deliver Market Access by means of market access teams;
- ensures the follow-up of EU policies in all sectors in particular the Communication on a stronger Partnership to deliver Market Access by means of market access teams; provides any necessary support for visits by Members of the EEAS, Commission, Council and Parliament.

### **We offer**

We offer a post as Project Officer in the Governance, Economic and Social Sectors team. He/she will be part of the team in charge of Governance and Public Finance Management. This includes preparing budgetary analysis, following expenditures in service delivery and domestic revenue mobilisation. In addition to the normal tasks, the successful candidate will support other project officers in other development sectors and in helping conduct the Policy Dialogue. The post requires experience in project management, preferably of

donor-funded projects. It also requires fluent Amharic and English language skills, combined with excellent communication skills.

Place of Employment: Delegation of the EU to Ethiopia - Addis Ababa

Employment Contract **Indefinite (from 01/09/2019)**

Working hours/week: 37.5

Starting basic salary: **2,501.00 EUR/month**

## **Selection Criteria**

Minimum Requirements:

1. At least a Master's Degree in Economics, Public Finance Management, public administration or other relevant field. Alternatively, a Bachelors Degree or recognised post school qualification with relevant professional experience of 5 years in addition to the general professional experience will be required.
2. Minimum of three years of experience.

Appreciated experience and qualification:

3. Experience in PFM reform
4. Experience in Budget Support
5. Experience in Government institutions or administrations
6. Experience with EU or other Development Partners modalities
7. Knowledge of EU Procedures would be a strong asset.
8. Excellent writing & communication skills in English and Amharic.
9. Computer software skills (Microsoft office/Outlook/Excel).
10. Medically fit to perform the required duties.

## **How to apply:**

Please send your application and supporting documents to the Delegation of the European Union Office, in front of Desalegn Hotel, P.O. Box 5570, Addis Ababa or by email [DELEGATION-ETHIOPIA-HR@eeas.europa.eu](mailto:DELEGATION-ETHIOPIA-HR@eeas.europa.eu). The package should include a motivation letter, a detailed CV, as well as references of previous professional experience.

The selection of eligible candidates will be done through an interview panel with a number of Delegation staff including the Head of Cooperation.

The Delegation will not provide additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to [DELEGATION-ETHIOPIA-HR@eeas.europa.eu](mailto:DELEGATION-ETHIOPIA-HR@eeas.europa.eu)

## **The procedure**

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited for a **written test** and an

interview panel. The candidates who have not been short-listed will not be contacted individually. However, the Delegation will inform the remaining candidates once the recruitment procedure has been completed.

**The deadline for applications is: Thursday 20 June 2019 at 17:00hrs**