

VACANCY NOTICE

**Programme Officer – Local Trust Fund Officer in EU Delegation to Lebanon (DG NEAR)
EU Regional Trust Fund in response to the Syrian Crisis (EUTF)**

Place of Employment: Beirut, Lebanon
Contact point: Mr. Rein Nieland (Head of Section OPS1)
Deadline for application: 03/12/2020
Profile of the Post: International Aid / Cooperation – Programme Officer
Unit: DG.NEAR. DGA2.B.1.DEL.Lebanon.003
Function Group: CA-4 (FG IV)
Post number: Sysper No. 289993
Living-conditions allowance: 25%
Job description: attached
Applications:

Applications (CV & motivation letter) to be sent to:

DELEGATION LEBANON RECRUITMENT

delegation-lebanon-recruitment@eeas.europa.eu

with copy to:

Reinirus.NIELAND@eeas.europa.eu

(Please indicate your CAST candidate number in your application and mention the post number in subject line and position applied 'Programme Officer – EU Trust Fund MADAD').

Entity presentation (We are)

The EU Regional Trust Fund in response to the Syrian and Iraqi crises, the 'MADAD Fund' (EUTF), was launched end of 2015 to provide a regional response to the crisis, thus enabling the EU and its Member States to jointly intervene, flexibly and quickly, in response to shifting needs. The EUTF is a new strategic financial tool to mobilise more aid.

The Trust Fund reinforces the integrated EU aid response to the crisis and primarily addresses longer-term resilience and early recovery needs of Syrian refugees and host communities and their administrations in neighbouring countries such as Iraq, Jordan, Lebanon, and Turkey.

The Trust Fund operates on a centralized management mode.

For more information on the EU Trust Fund, please consult the following webpage:
http://ec.europa.eu/enlargement/neighbourhood/countries/syria/madad/index_en.htm.

The EU Delegation to Lebanon

We are a Delegation of the European Union (EU) responsible for the diplomatic representation of the EU vis-à-vis the Republic of Lebanon as well as for supporting the development and implementation of the EUs cooperation and other policies in the country.

Enhancing visibility, awareness and understanding of the Union and its values and activities is an important part of our work in the Delegation, as well as supporting and monitoring the implementation of the ambitious Association Agenda and the implementation of the European Neighbourhood Policy. The work of the Delegation also includes supporting the implementation of the EU-Lebanon Partnership Priorities with the aim of strengthening Lebanon's resilience and stability, in particular through EU development cooperation while seeking to address the impact of the protracted conflict in Syria.

With the EU being one of the major donors in Lebanon, one of the Delegation's key tasks is programming and implementation of EU external assistance. European Commission assistance to Lebanon takes the form of a Single Support Framework with annual Action Programmes under the European Neighbourhood Instrument (ENI) totalling up to EUR 225 million over 2017-2020. The European Union's Trust Fund in response to the Syrian crisis is another important funding source, in addition to ENI regional programmes and thematic assistance programmes such as on human rights or civil society.

Job presentation (We offer)

We offer a post of Programme Officer in the Operations Section I (Security, Governance and Social sectors) of the Delegation, working in close coordination with Operations Section II (Economy/Local Development). In country, the jobholder, under supervision of the Head of Section Operations 2, will work in close collaboration with the Local Trust Fund Officer already stationed in Beirut and other project managers in the Delegation managing EUTF funded programmes.

The successful candidate will contribute, under the authority of the EU Delegation to Lebanon and supervision of the Manager of the EU Regional Trust Fund in response to the Syrian and Iraqi crises, the 'Madad Fund' (EUTF) to the local management of the EUTF and its projects with a focus in the area of livelihoods, local governance, local development and social stability, and in compliance with its articles of incorporation and the procedures established by the Board of the Fund, and provide monitoring, coordination, analysis and reporting on EUTF actions as well as other resilience and stabilisation efforts in Lebanon.

The successful candidate will also be available to support the EU Delegation team and HQ on main tasks for EU Trust Fund staff working in Delegations, which includes identification, implementation and monitoring/evaluation of EUTF programmes, ensuring coherence and coordination with ENI programmes and MS in country, and contributing to evaluation, selection and negotiation of projects. Where appropriate, s/he will participate in analysis of relevant sector policies.

The job offers a dynamic and challenging working environment; a variety of tasks carried out in cooperation with a wide range of partners inside/outside the EU, and includes a full set of learning and training opportunities targeted to the needs of the job.

The location of the posting is in the EU Delegation to Lebanon with an initial duration of 2 years.

The post is funded under the EU Trust Fund budget and is therefore of a temporary nature.

The first contract is for an initial duration of 2 years.

Job holder profile (We look for)

Formal education:

Master Degree in Development Policy, Development Economics, Business administration, International Studies, Political Science, Economics, Social Sciences, Engineering

Job related experience:

- Professional experience of at least 3 years development/ international cooperation/humanitarian aid/diplomacy at institutional level and including experience on EU External Affairs and Cooperation. It will be considered as an asset if related to fragile states and/or crisis/post-conflict situations.
 - At least 3 years of experience in identification, formulation and implementation in development cooperation / humanitarian programmes, with significant experience in sectors such as livelihoods, private sector development, local development, social stability.
 - At least 3 years field-level experience of working in an EU Delegation, UN organisation, international donors and/or INGOs. Experience in the Middle East region and/or a fragile/crisis/post-conflict context is an asset.
 - Knowledge of EU external policies in particular in areas as development, refugees, resilience, fragile states and crisis management.
 - Knowledge and experience of EU procedures for project management (operational, contractual and financial).
 - At least 3 years field-level experience of working in an EU Delegation, UN organisation, international donors and/or INGOs. Experience has been in the Middle East region and/or a fragile/crisis/post-conflict context is an asset.
- IT tools: Good computer skills on MS Word, Excel, PowerPoint, e-mail applications and other programmes relevant for the above-mentioned tasks, including social media.

Communication and other personal skills:

- Languages: Fluent in English (C2) and French (B2).
- The ideal candidate should be a multifaceted professional with a strong sense of responsibility, with very good communication and organisational skills;
- Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
- Capacity to work in a team and able to perform under pressure;
- Capacity to establish and maintain good interpersonal relations;
- Ability to work effectively and independently in a multi-disciplinary and multi-cultural team.

Candidates are reminded that the full list of Job requirements can be consulted via SYSPER 2.

Recruitment policy

Minimum grade required CA FG IV

How to apply

Please send your application and supporting documents to delegation-lebanon-recruitment@eeas.europa.eu, with copy to contact point reinirus.nieland@eeas.europa.eu, clearly indicating in the subject field the **post number** and position applied for **Programme Officer – EU Trust Fund MADAD**.

The application package should include:

- Curriculum Vitae
- A cover letter explaining the motivations in applying for the post in either English or French.
- At least 2 references.

(Please also indicate your CAST candidate number in your application and mention the post number in subject line).

Publication contact point:

Rein NIELAND

Reinirus.Nieland@eeas.europa.eu

Deadline for submission: 03/12/2020

Procedure:

After the deadline for submission, 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 in relation to the Selection criteria. The short-listed candidates will be invited to an assessment phase which may include an interview and a written test if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has been recruited or not.