



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Approved*)  
Job description version275494 in *NEAR.B.1.DEL.West Bank and Gaza Strip.003*  
Valid from01/04/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

To advise on and manage, under the supervision of the Head of Section, the implementation of projects and programs of development assistance and of financial, and technical cooperation with third countries in the field of Macro-economic Support and Public Financial Management Reform (Public Financial management, Public Internal Financial Control, Supreme Audit Institution, Tax, Customs). To assist the Head of Section in coordinating the sub-section's activities, where required.

**Legal disclaimer**

## **Functions and duties**

### **+ POLICY ANALYSIS**

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*
- *Contribute to sector analysis and to the definition of a sector strategy for the European Community, e.g: Country Strategic Paper (CSP), National Indicative Programme (NIP) etc.*

### **+ INTERNAL COMMUNICATION (general)**

- *Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests.*
- *Contribute to work on sectoral issues (including participation to thematic networks), as well as in response to any specific request.*
- *Contribute to various reporting tools of the section and of the Delegation.*
- *Draft briefings, speeches, speaking notes and minutes in the sectors of concern when required*

### **+ INTERNAL COMMUNICATION (general)**

- *Maintain and nourish dialogue and exchange of ideas/experience within the section/ Delegation with a view to quality improvement*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in [host country], if and when such programmes are decided in the programming process.*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.*
- *Contribute to the evaluation of projects.*
- *Maintain contacts with other donors active in the host country and more specifically with EU Member States.*
- *Give the "operational visa" on any document where required.*
- *Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects*
- *Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.*
- *Deal with horizontal activities, concertation and networking aspects of the programme and its projects.*

### **+ INSTITUTION REPRESENTATION and NEGOTIATION**

- *Maintain good and effective contacts with the relevant national authorities and local operators in the field.*
- *Prepare and assist in missions from Headquarters.*

### **+ EXTERNAL COMMUNICATION (general)**

- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.*
- *Extract and disseminate best practices and facilitate exchange of experiences.*
- *Contribute to the production of publications.*

## Job requirements

### Experience"

#### + PROJECT MANAGEMENT, ECONOMIC GOVERNANCE, MACROECONOMICS

Job-Related experience:at least 5 years

Qualifier:essential

Relevant experience of project cycle management, macroeconomic analysis and public finance management is essential. Previous experience with budget support modality will be an asset.

Some knowledge of Arabic will be an asset

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*Projects and programmes*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for OFFICE AUTOMATION*  
*Eurolook*  
*Excel*  
*Outlook*  
*Powerpoint*  
*Word*
- *INTERNATIONAL RELATIONS (generic)*  
*EXTERNAL RELATIONS*  
*EU External Assistance policies*  
*EU External Assistance instruments*

### Competences

- *Analysing and Problem Solving*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*
- *Working with Others*  
*Ability to work in a team*

## Job Environment

### Organisational entity

*Presentation of the entity:*

**Job related issues**

- ☐ Atypical working hours
- ☐ Specialised Job

**Missions**

- ☐ Frequent, i.e. 2 or more missions / month
- ☐ Long duration, i.e. missions lasting more than a week

*Comments:*

**Workplace, health & safety related issues**

- ☐ Noisy environment
- ☐ Physical effort / materials handling
- ☐ Work with chemicals / biological materials
- ☐ Radioprotection area
- ☐ Use of personal protective equipment
- ☐ Other

*Comments:*

**Other**

*Comments:*