



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Approved*)  
Job description version440603 in *NEAR.B.3.DEL.Libya.002*  
Valid from01/09/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - Civil society, youth, culture and Health

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Sensitive job**

No

**Overall purpose**

To advise on and manage under the supervision of the Head of Cooperation the implementation of projects and programmes of bilateral cooperation mainly in the field of support to civil society, youth, culture and health (including aspects related to peace consolidation), as well as to assist the Head of Cooperation in horizontal tasks.

## **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 sector strategies in the areas of civil society, youth, culture and health. It also includes peace consolidation, mediation and dialogue advancing national reconciliation as well as transitional justice.
- Contribute to the development of the Humanitarian-Development Nexus in the health sector for Libya.

### + INTERNAL COMMUNICATION (general)

- Observe, monitor and report regularly and in a timely fashion (including early warnings on potential dispute) to the Head of Cooperation and to HQ on sectoral issues (civil society, youth, culture and health), as well as in response to any specific requests.
- Contribute to the quality control of outgoing documents (e.g. action fiches, contracts, etc.).
- Assist the Head of Cooperation in horizontal tasks, e.g. reporting and quality control where required.

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- Contribute to the programming, identification and appraisal of projects and programmes in close cooperation with the beneficiary institution(s) in the host country.
- Contribute to relevant aspects of the procurement process (drafting Guidelines, Terms of Reference, launching calls for proposals, tenders, negotiating contracts, etc.)
- Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.
- Evaluate projects and contribute to project monitoring and audits.
- Give an "operational visa" on documents where required.
- Monitor the correct use of relevant IT systems such as OPSYS, CRIS, SUMMA etc, and consequently attend appropriate trainings.

### + REPRESENTATION, NEGOTIATION and PARTICIPATION

- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of EU Member States, with representatives of the principal international donors and agencies, with NGOs and humanitarian organisations, and other local non-official actors.
- Coordinate with major donors in the respective sectors and participate to relevant donor working groups.
- 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.
- Participate for the Cooperation Section at external events under the jobholder's domain, and exceptionally under other domains, when required.

### + DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of Headquarters and with the help of the DMO correspondent. Ensure in particular the correct registration, filing and archiving of these documents.
- Create, process and file documents in ARES, including in using Areslook for relevant mails to be registered.

## Job requirements

### Experience"

#### + PROJECT MANAGEMENT, POLICY IMPLEMENTATION

Job-Related experience:at least 3 years

Qualifier:essential

3 years' experience of policy support and/or project design and management in a developing country is essential as well as experience in EU procedures.

#### + INTERNATIONAL COOPERATION and DEVELOPMENT, EXTERNAL RELATIONS

Job-Related experience:at least 1 year

Qualifier:essential

Previous experience of working in an EU Delegation, particularly in a fragile or post-conflict situation would be a strong asset. Previous experience of working with UN organisations, donors and NGOs constitutes an advantage.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

### Knowledge

- POLICY
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT  
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS

### Competences

- *Analysing and Problem Solving*  
Capacity to analyse and structure information  
Creativity
- *Communicating*  
Ability to chair meetings  
Capacity to present issues to an audience  
Drafting skills  
Negotiation skills
- *Delivering Quality and Results*  
Ability to work in a proactive and autonomous way
- *Prioritising and Organising*  
Planning capacity
- *Working with Others*  
Diplomatic skills  
Sociability skills

## 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:*

Delegation staff live and work in a secure compound and travel under enhanced security procedures. HEAT training is required before deployment to Tripoli.

**Other**

*Comments:*

Following the recent return of the EU Delegation to Libya from Tunis to Tripoli, the jobholder will be permanently based in Tripoli. This is a non-family posting (under Evacuation level 3) that requires resilience and flexibility on the part of the jobholder.