



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Approved*)  
Job description version461489 in *NEAR.B.DEL.Morocco.004*  
Valid from16/11/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer

**Domains**

**Generic domain**

INTERNATIONAL RELATIONS (generic)

**Intermediate domain**

EU NEIGHBOURHOOD

**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 energy/clean tech/value chains/investments. To assist the Head of Section in coordinating the sub-section's activities, where required.

## **Functions and duties**

### + POLICY ANALYSIS

- *To support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*
- *To contribute to sector analysis and to the definition of a sector strategy*
- *To monitor the policy related aspect of programmes, including, where appropriate, budget support programmes, in the sector of competence of the staff*

### + 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*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in the host country, if and when such programmes are decided in the programming process.*
- *To launch, manage and supervise identification, formulation, implementation of programmes, including budget support programmes. To coordinate with other EU and bilateral/multilateral donors the implementation of programmes and sectoral dialogue. For blending and EFSD+: to scope for, negotiate and monitor implementation of EFSD+ and blending operations in the assigned sectors.*

### + PROCESS MANAGEMENT

- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects*
- *Assist in 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.).*
- *Deal with horizontal activities, concertation and networking aspects of the programme and its projects.*
- *Give the "operational visa" on any document where required.*
- *Contribute to project monitoring and audits. Proceed with ROM and evaluations.*
- *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 the Member States, with representatives of the main international donors, with NGOs and other local non-official actors.*
- *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.*

+ INFORMATION and 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"**

+ INTERNATIONAL COOPERATION and DEVELOPMENT, INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 3 years

Qualifier:essential

Previous experience of working in a EU Delegation would be an asset. Knowledge of Budget Support processes would be an advantage.

+ POLICY ANALYSIS, POLICY MONITORING, POLICY DEVELOPMENT, POLICY COORDINATION, POLICY IMPLEMENTATION

Job-Related experience:at least 3 years

Qualifier:desirable

**Languages**

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

**Knowledge**

- INTERNATIONAL RELATIONS (generic)  
EU NEIGHBOURHOOD  
INTERNATIONAL COOPERATION and DEVELOPMENT  
*Development and external co-operation issues*  
*Cooperation and development aid*  
*Project cycle management in the field of foreign aid*

**Competences**

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Working with Others*  
*Ability to work in a team*  
*Knowledge sharing*  
*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:*

### Other

*Comments:*

Contexte politiquement et culturellement complexe (sensibilités religieuses et sociales, gouvernance, relations UE-Maroc compliquées, accès à l'information). Environnement de travail fastidieux: culture manageriale des partenaires marquée par une verticalité rigide, l'absence de coordination entre départements, le respect insuffisant des délais, la difficulté à accepter la critique - d'où notamment risques financiers et contractuels. Portefeuille de projets particulièrement lourd, nécessitant un fort engagement professionnel. Conditions de vie privée agréables, particulièrement pour les familles, bonnes conditions de sécurité à Rabat (avec cependant beaucoup de vigilance requise dans le trafic automobile!), mais services publics marqués par une forte bureaucratie et difficultés pour l'intégration professionnelle des conjoints.