



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
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NEAR.B.3.DEL.Libya.002 Valid from16/12/2022

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - EUTF Local Trust Fund Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Contribute, under the supervision of the EU Trust Fund Manager for the North of Africa window and of the immediate hierarchical superior in the EUD i.e. the Head of Cooperation, to the management of the EU Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa, North of Africa window (EUTF NoA window), in compliance with its articles of incorporation and the procedures established by the Board of the Fund for the country of posting and responsibility (Libya). Contribute to the successful transition of migration programming under NDICI.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To ensure that EUTF NoA projects and programmes as well as other migration related programmes building on the EUTF and supported by the EU in Libya follow sound programme and financial management and that information in related documents is accurate and comprehensive.*
- *To assist in all aspects of the projects/ programmes' implementation and payment processes including giving the "conforme aux faits" / operational initiation or verification visa and support the adaptation of programmes to changing circumstances including through contract addenda.*
- *To assist EUTF NoA as well as other migration related projects and programmes supported by the EU in Libya building on the EUTF achieving their objectives as defined in their respective log frames and ensure compliance with respective EUTF Africa Board Decisions and contracts (special conditions, etc).*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.*
- *To contribute to the evaluation and audit of projects and programmes in close cooperation with the EU Delegation country teams and to ensure that recommendations are followed-up. To facilitate the transition to migration programming under NDICI by contributing to programme/project identification and formulation and ensure that necessary conditions are met when launching the programme/projects.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To contribute to the reports of the EUTF Africa to donors, Commission/DG NEAR, EP.*
- *To manage other migration related programmes supported by the EU in Libya.*
- *To ensure that reporting on each project is updated regularly.*
- *To prepare succinct high quality ad hoc reports as requested by hierarchy.*
- *To contribute to the Delegation's Annual planning and reporting to HQ (AMP, EAMR,...) as relevant.*

+ EXTERNAL RELATIONS

- *Under the supervision of the Head of Cooperation and in close cooperation with the EU Trust Fund Manager, coordinate migration related programmes including EUTF NoA projects and programmes with all other actors and stakeholders in country, including EU Member States, other donors, UN organisations, IFIs, NGOs, private sector and relevant government authorities.*
- *To ensure coherence with the EUTF Africa strategy, operational guidelines, and other country-relevant strategies.*
- *To ensure a coordinated approach linking relief, rehabilitation and development (LRRD).*

+ EXTERNAL RELATIONS

- *Maintain good and effective contacts with the local operations in the field, and under supervision of the Head of Cooperation, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principle international donors, with NGOs and other local non-official actors.*
- *Ensure the Trust Fund's participation, where mandated, in negotiations and meetings with authorities, donors, Members States under the supervision of the EU Delegations.*
- *Take part in the meeting with relevant parties, represent the Trust Fund/EU cooperation in the field of migration and ensure coordination.*
- *Prepare and assist in missions from Headquarters to analyse, identify and formulate the Trust Fund and other migration related actions.*

+ POLICY DEVELOPMENT

- To contribute to the policy dialogue in areas of EUTF Africa assistance and the wider migration context.
- To contribute to sector analysis as required.

+ EXTERNAL COMMUNICATION (general)

- To assist with increasing the visibility of EUTF Africa and bilateral/thematic projects and programmes in coordination with the EU Delegations' Communication Officer.
- In line with the Delegation's communication strategy, to ensure that all EUTF NoA projects and programmes have agreed communication plans based on EU visibility guidelines and to monitor their implementation.
- To disseminate best practice and facilitate the exchange of experiences.
- To maintain contacts with partners and stakeholders and coordinate / participate in knowledge sharing networks.

+ DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the HoU and with the help of the DMO correspondent. Ensure in particular the correct registration and filing of these documents.
- Create, process and archive documents and files in ARES.
- Monitor the correct use of the CRIS/OPSYS system.

Job requirements

Experience"

+ PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

3 years' experience of project design and management in a third country . Experience in EU procedures.

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 1 year

Qualifier:desirable

Previous experience of working in an EU delegation, in a fragile or post-conflict situation with UN organisations, donors and/or NGOs in an asset

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
Cooperation and development aid - financial aspects
PROCUREMENT and CONTRACT MANAGEMENT
CONTRACT MANAGEMENT
- *POLICY*
POLICY IMPLEMENTATION
Rules and procedures concerning the implementation of EU policies
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
ABAC Contracts
IT tools for OFFICE AUTOMATION
Excel
Outlook
IT tools for ENLARGEMENT
- *INTERNATIONAL RELATIONS (generic)*
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT
Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to communicate in meetings
Drafting skills
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
- *Leadership*
Ability to create enthusiasm and passion
Capacity to plan and manage resources

Job Environment

Organisational entity

Presentation of the entity:

The DDG2 is responsible for the management of the Southern Neighbourhood, Turkey, Migration/ Refugees and Security Issues. This includes the supervision of Directorate NEAR.A for the portfolios related to units A1, A2 and A5 and Directorate NEAR.B.

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:

Non-family posting. HEAT training required