



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Approved*)  
Job description version275493 in *NEAR.B.1.DEL.West Bank and Gaza Strip.004*  
Valid from01/08/2024until

#### 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 the West Bank and Gaza Strip in the field of governance, democracy, civil society and gender. To assist the Head of Section in coordinating the section's activities, where required.

**Legal disclaimer**

## **Functions and duties**

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification and appraisal in close cooperation with beneficiary institutions, if and when such programmes are decided in the programming process*
- *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.*
- *Contribute to the evaluation of projects.*
- *Maintain contacts with other donors active in the host country (and more specifically with EUMS).*
- *Give the "operational visa" on any document where required.*

### + POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*
- *Contribute to sector analyses and to the definition of a sector strategy in all areas of concern.*

### + INTERNAL COMMUNICATION (general)

- *Observe, monitor and report regularly and in a timely fashion (including early warnings on potential disputes) to the EUREP/Headquarters on sectoral issues, as well as in response to any specific requests.*
- *Contribute to the various reporting tools of the section and of the EUREP.*
- *Draft briefings, speeches, speaking notes and minutes in the sectors of concern when required.*
- *Maintain and nourish dialogue and exchange of ideas/experience within the section/EUREP with a view to quality improvement.*

### + EXTERNAL RELATIONS

- *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 principal international donors, with NGOs/CSOs and other local non-official actors.*
- *Prepare and assist in missions from Headquarters.*
- *Deal with horizontal activities and networking aspects of the sector, the programme and its projects.*

### + EXTERNAL COMMUNICATION (general)

- *Presentation of EU activities at local level.*
- *With the approval of the Head of Delegation/Head of Cooperation/Head of Section, 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"

#### + *INTERNATIONAL RELATIONS (generic)*

Job-Related experience: at least 3 years

Qualifier: an advantage

- Relevant experience in the operations management of significant donor-funded programmes in an international aid context.
- Experience of all aspects of project cycle management.
- Previous experience in projects in the field of governance, human rights and democracy, civil society, gender and youth.
- Previous experience of EU funds management and EU financial/ procurement procedures (especially for grant contracts) is an advantage.
- Previous experience in the region will be an asset.
- Previous experience in conflict areas will be an asset.

### Languages

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

### Knowledge

- *INTERNATIONAL RELATIONS (generic)*  
*EU NEIGHBOURHOOD*  
*European Neighbourhood Policy*

### Competences

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*
- *Communicating*  
*Capacity to present issues to an audience*  
*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*
- *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:*