



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste4 (*Active*)
Version descriptive du poste260154 dans *NEAR.B.1.DEL.Syria.003*
Valable à partir de19/07/2024jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Gestionnaire de programmes

Domaines

Primaire

VOISINAGE de l'UE

Intermédiaire

Secondaire

Poste sensible

Non

Finalité générale

Under the supervision of the Head of Section: The Programme Officer will contribute to the definition and implementation of EU-funded non-humanitarian assistance managed by the Operations Section of the EU Delegation to Syria. The portfolio of the incumbent shall cover in particular the sectors of education, child protection and assistance to Palestine refugees. The main emphasis of the job is therefore to support the strengthening of those sectors, by ensuring more sustainable responses to immediate and protracted needs, inadequate essential services, and collapsing infrastructure across Syria. The incumbent may also be expected to contribute to multi-sectoral early recovery programmes (e.g. in the form of area-based programme). The sectors covered by the job may however evolve and flexibility is important, in particular with a view to replacing absent colleagues and/or supporting the section and Delegation on emerging priorities.

In the areas of her/his responsibility, s/he will also be asked to provide analytical inputs on a regular basis for the EU to better align its assistance to Syria to the evolution of the conflict in line with EU Strategy for Syria and the EU parameters for engagement.

Fonctions & responsabilités

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *Contribute to the preparation of programming documents, including indicative programmes or special measures as applicable.*
- *Contribute to the identification and formulation of EU programmes and projects and the submission of high quality document for the Quality Review processes (Decisions, Action Documents) in the area under his/her responsibility. This includes defining intervention strategies, objectives, management arrangements, planning of schedules, tasks, deliverables and priorities.*
- *Assist in all aspects of the procurement (drafting ToRs, tender dossiers, Call for Proposals, negotiated procedures, etc.), contracting and payment processes including giving the "conforme aux faits" / operational initiation visa.*
- *Assist EU funded projects and programmes achieving their objectives as defined in their respective log frames and ensure compliance with respective Financing Decisions (and Financing Agreements when applicable), by ensuring the delivery of the expected results as well as the valorisation of their outcomes.*
- *Contribute to the monitoring (including through third parties) of projects' activities against the plan, including costs, time scales and use of resources, and take action in case of deviations. This includes providing and/or revising status and progress updates, carrying out quality controls, risk analysis and review of deliverables depending on the evolving situation on the ground.*
- *Contribute to evaluations and audits of EU funded projects and programmes in close cooperation with the relevant counterparts and to ensure that recommendations are followed-up, and ensure that EU funded projects and programmes follow sound programme and financial management and that information is accurate, comprehensive and up to date in CRIS/ABAC/MIS/OPSYS as well as in the follow up tools developed by the section.*

+ RELATIONS EXTÉRIEURES

- *Coordinate EU-funded projects and programmes with all relevant actors and stakeholders in the sectors under her/his portfolio, including EU Member States and their agencies, other donors, UN organisations, IFIs, NGOs, private sector and governmental authorities (where applicable).*
- *Ensure coherence with the Aid Effectiveness Agenda and EU backbone strategy including promoting - where feasible - the use of joint programming and joint reviews with EU Member States and other donors.*
- *To ensure a coordinated and coherent approach in linking relief, rehabilitation and development (LRRD), with emphasis on the Joint Humanitarian Development Framework and the EU approach to resilience in conflict-affected contexts.*
- *Support, when required, the Head of Section in dealing with horizontal activities in terms of coordination, concertation and networking aspects related to DG NEAR work in Syria.*

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *Contribute to the reports by the Delegation, including the External Assistance Monitoring Report (EAMR)*
- *Ensure that information on each project is updated in CRIS/MIS/OPSYS with the relevant reports as well as in the relevant shared folders, dashboards, sector fiches, matrixes, mapping, briefings etc.*
- *Maintain fully updated information on the partners and geographical areas of intervention of the projects under her/his responsibility and report promptly of any changes occurring.*
- *Prepare succinct high-quality reports as requested.*
- *Contribute to sector analysis as required, as well as to any other briefing that might be requested by HoS, HoD or HQs*

+ RELATIONS EXTÉRIEURES

- *Contribute to explain the objectives and rationale of EU-funded assistance in Syria, particularly in the sectors under her/his responsibility*
- *Assist in increasing the visibility of EU-funded projects and programmes in Syria, through the valorisation of their outcomes and achievements - if and when appropriate.*
- *Ensure that – when appropriate - EU funded projects and programmes have agreed communications plans based on EU visibility guidelines and/or on an ad hoc plan agreed for the specific action, and to monitor their implementation.*
- *Disseminate best practice and facilitate the exchange of experiences.*

+ RELATIONS EXTÉRIEURES

- *Maintain contacts with partners and stakeholders and coordinate / participate in knowledge sharing networks, both in relation to his/her portfolio and for wider conflict-sensitivity analysis in the domains of competence.*
- *Maintain good and effective contacts with local operators in the field, NGOs and other local non-official interlocutors, with national authorities and institutions (if applicable),*
- *Support the HoS in his representation/coordination/outreach duties with representatives of the diplomatic missions of the Member States and other donor representatives.*
- *Assist in the preparation and organisation of missions from Headquarters.*
- *Contribute to the preparation of the Brussels conference on the future of Syria and the region: identification of participants, participation and organisation of the thematic consultations of stakeholders working inside Syria, preparation of and contribution to the thematic discussions (e.g., roundtables)...*
- *Ensure adequate back-up on other portfolio of the section*

Exigences du poste

Expérience

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

Expérience relative au poste:au moins 5 ans
Degréessentiel

At least 5 years' experience of project management in a developing country is essential. This includes experience in the formulation and implementation of programmes / projects in the field.

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

Expérience relative au poste:au moins 2 ans
Degrésouhaitable

Previous experience of at least 2 years working in a Delegation and/or managing EU-funded programmes / projects, including familiarity with EC procurement and contracting procedures should be highlighted in the application and will be considered a plus, including experience in setting up multi-donor trust funds or with Joint Programming with EU MS.

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

Expérience relative au poste:au moins 3 ans
Degréun avantage

Experience in managing projects/programmes in developing countries, and experience in working in fragile countries, conflict affected or post-conflict countries

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

Expérience relative au poste:au moins 2 ans
Degrésouhaitable

Previous experience of at least 2 years working in any of the following sectors should be highlighted in the application and will be considered a plus: education and culture, protection (particularly with emphasis on child protection and Palestine refugees issues), etc.

+ LANGUES

Expérience relative au poste:moins d'un an
Degréun avantage
knowledge of Arabic is an advantage

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Français	B1	B1	B1	B1	B1
Anglais	C1	C1	C1	C1	C1

Connaissances

- *AUDIT, CONTRÔLE et INSPECTION*
AUDIT GÉNÉRAL (NORMES, MÉTHODES et PROCÉDURES)
Méthodes et techniques
Méthodes et techniques de réalisation de rapports de performances
- *GESTION de PROJETS, PROGRAMMES et PROCESSUS*
GESTION de PROJET
- *SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS*
ORGANISATION et ADMINISTRATION des BUREAUX de SOUTIEN
Administration

Compétences

- *Analyse et résolution de problèmes*
Capacité de conceptualiser des problèmes, d'identifier et de mettre en œuvre des solutions
- *Communication*
Capacité pour communiquer des informations techniques ou spécialisées
- *Qualité et résultats*
- *Apprentissage et développement*
- *Hiérarchisation des priorités et organisation*
- *Persévérance*
- *Travail d'équipe*
Capacité de travailler dans une équipe

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

Heures de travail atypiques

Poste spécialisé

Missions

Fréquentes, c'-à-d. 2 ou plus de missions / mois

Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

- Environnement bruyant
- Effort physique / manutention
- Travail avec des produits chimiques / biologiques
- Aire de radioprotection
- Utilisation de matériel de protection individuelle
- Autres

Commentaires:

The security situation in the country remains very volatile, and could lead to the evacuation of non-essential staff and all under-age dependants from the place of assignment.

Autre

Commentaires:

The jobholder will be part of a dynamic and committed team. Although the work to be carried out by the team is challenging and the workload heavy, this provides the opportunity to work in a stimulating and cooperative atmosphere that proves extremely rewarding both professionally and personally.