



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Approved*)  
Job description version345061 in *INTPA.C.DEL.Fiji*  
Valid from01/09/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

NATURAL RESOURCES

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Head of Cooperation and the relevant Team Leader in the EU Delegation for the Pacific, to advise on and manage the implementation of projects and programmes of development assistance and of financial and technical cooperation in the areas of integrated agriculture and value chain programmes under the responsibility of the Delegation, covering 13 Pacific island countries and in particular Vanuatu as part of the overall approach to promote inclusive growth, address effects of climate change and enhance resilience of rural communities.

## **Functions and duties**

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute under the supervision of the Head of Delegation / Head of Cooperation / Team Leader to programming, identification and appraisal in close cooperation with the beneficiary institution(s) in the host country(ies) , if and when such programmes are decided in the programming process.*
- *Contribute under the supervision of the Head of Delegation / Head of Cooperation / Team Leader to programming, identification and appraisal in close cooperation with the relevant regional organisations, 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.*
- *Monitor and follow up implementation of ongoing projects and budgets support programmes, including through field missions where required, attend management and monitoring meetings, elaborate progress reports on projects/programmes and propose action if and when needed.*
- *Contribute to payments forecast and execution as appropriate.*
- *• Monitor the implementation of projects against set measurable objectives. Review and assess ROM reports and implement and follow up relevant recommendations. Update and maintain implementation reports in CRIS. • Maintain contacts with other donors active in the host country/the region and deal with horizontal activities, concertation and networking aspects of the programme and its projects.*

### **+ POLICY ANALYSIS**

- *Develop and maintain a consistent view of bilateral relations with the countries in which the Delegation is implementing or preparing programmes.*
- *Develop and maintain a consistent view of the relevant regional policies.*
- *Support policy dialogue with all relevant ministries, agencies, regional organisations, donors and other relevant stakeholders in all areas of concern, notably through briefings for Head of Delegation/Head of Operations and Headquarters.*
- *Contribute to sector analysis and to the definition of a sector strategy for the European Union, e.g: Country Strategic Paper (CSP), National Indicative Programme (NIP), Regional Strategy Paper (RSP), Regional Indicative Programme (RIP), thematic reports to Head Quarter, Sector analyses in Budget Support files and Action Documents, etc.*

### **+ REPRESENTATION, NEGOTIATION and PARTICIPATION**

- *Assist the Head of Cooperation and Team Leader to present the views of the EU Delegation on thematic areas of relevance to EU programmes.*
- *Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with regional bodies and other regional stakeholders, with representatives of the diplomatic missions of the EU Member States, with representatives of the principal international donors, with NGOs and other local non-official actors.*
- *Prepare and assist in missions from Headquarters.*

### **+ EXTERNAL COMMUNICATION (general)**

- *Contribute policy and implementation information to the communication material published by the Delegation (including on the Delegation Website and Facebook page).*
- *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 EU Delegation reports and publications.*

+ POLICY COORDINATION

- *Contribute to work through co-creation, acting together and drawing on the expertise of colleagues, to identify, build & develop common actions & policies under the DG's strategic objectives*
- *Contribute to the identification and implementation of Global Gateway projects in the Pacific region*

**Job requirements**

**Experience"**

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 5 years

Qualifier:essential

Professional experience pertinent to the duties to be carried out of at least five years. Knowledge and/or professional experience in the rural development/agriculture sector would be a distinct advantage, as would be experience in the management of sector budget support programmes.

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C1	C1	C2

## **Knowledge**

- **CLIMATE, ENVIRONMENT and NATURAL RESOURCES**  
**ECOLOGICAL NATURAL RESOURCE EFFICIENCY**  
*Sustainable development*
- **POLICY**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**  
**PROJECT MANAGEMENT**  
*Project contracts negotiation and monitoring*  
*Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**  
**ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**  
*Administrative rules and procedures of the Institution*
- **HUMAN RESOURCES MANAGEMENT**  
**REMUNERATION, RIGHTS and OBLIGATIONS**  
*Code of good conduct*
- **COMMUNICATION and PUBLICATION**  
**DRAFTING and (SPEECH)WRITING**  
*Revision and edition of texts*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**  
*IT tools for (PAPER) PUBLISHING and PUBLICATION*
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**  
**BUSINESS MANAGEMENT and PLANNING**
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**  
**HORIZONTAL COORDINATION**  
*Transforming policy objectives into activities and actions*
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**  
**EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS**  
*Decision-making procedures in the EU institutions*
- **INTERNATIONAL RELATIONS (generic)**  
**EXTERNAL RELATIONS**  
*EU External Assistance policies*  
*EU External Assistance instruments*  
**INTERNATIONAL COOPERATION and DEVELOPMENT**  
*Cooperation and development aid*  
*Cooperation with developing countries*  
*Project / process management in the cooperation field*  
**EUROPEAN DEVELOPMENT FUND (EDF)**

## **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*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*
- **Delivering Quality and Results**  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*
- **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:*

Depending on the exact job profile travelling in the Pacific region is required.

#### **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:*

Atypical working hours can be necessary, occasionally, when linked with special events, Videoconference calls with HQ or missions.