



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Active*)  
Job description version339556 in *INTPA.A.4.DEL.Sudan.002*  
Valid from18/07/2024until

#### Job Holder

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer - Operations – Health/nutrition/food security EUTF programs

##### **Domains**

###### **Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

###### **Intermediate domain**

###### **Specific domain**

##### **Sensitive job**

No

##### **Overall purpose**

To advise on and manage, under the supervision of the Team Leader (Economic and Social Development), the implementation and evaluation of projects and programmes of development assistance and of financial and technical cooperation with Sudan in the fields of health and nutrition, food security and other relevant areas of Delegation work related to this.

To contribute to policy analysis, policy dialogue and reporting of the Delegation in these areas. Also, to assist the Team Leader in co-ordinating the sub-section's activities, where required.

Under the guidance of the Head of Cooperation, assist the Cooperation section with horizontal tasks including coordination with Member States and other donors and regular reporting tasks of the section.

## **Functions and duties**

### **+ POLICY ANALYSIS**

- *Contribute to sector analysis of the EU and when required in joint assessments with GoS and other development partners.*
- *Support policy dialogue with relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*
- *Contribute to monitoring, follow up, and report on sector policies of the host country relevant to the area of competence.*

### **+ 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**

- *Contribute to the programming, identification, formulation and appraisal of programmes and projects in close cooperation with the beneficiary institution(s), on the basis of programming decisions for Sudan.*
- *Assist with all aspects of the call for proposals or procurement process (drafting Terms of Reference, launching tenders, guidelines for calls for proposals, etc).*
- *Monitor ongoing projects, contribute to the analysis and approval of project reports by the implementing agencies, organise, convene, attend management and monitoring meetings.*
- *Elaborate progress reports on projects and propose action, prepare and update "project fiches".*
- *Give the "operational visa" on any document where required. Maintain contacts with other donors active in Sudan.*
- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.*

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

- *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.*
- *Deal with horizontal activities, concertation and networking aspects of the programme and its projects.*
- *Update payment forecast and contract information in the EUTF wiki and initiate decommitments and the closure of EUTF financial commitments.*
- *Provide quality assurance to the EUTF Monitoring and Learning System reports and knowledge products.*
- *Contribute to the evaluation of projects and the preparation of lessons learned based on the EUTF portfolio in collaboration with HQ.*
- *Contribute to the final evaluation of the EUTF.*

### **+ 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 principal international donors, with international and local NGOs and other local non-state sectors.*
- *Prepare and assist in missions from Headquarters, including from other EU institutions.*

+ EXTERNAL COMMUNICATION (general)

- *Ensure visibility of activities in the areas of competence and communicate relevant EU policy objectives and major policy initiatives.*
- *Contribute to increasing awareness of stakeholders and partners.*
- *Contribute to write speeches, briefings and memos, prepare presentations, press articles, press trips, organise press conferences in the areas of competence, etc.*
- *Contribute to increase the visibility of EU action in relevant sectors in Sudan.*
- *Contribute to the production of publications, press releases, and stories/updates on the EUTF and EUD websites.*
- *Produce and disseminate results of EU cooperation at workshops, seminars, conferences and other public events. Monitor the correct implementation of EU visibility guidelines, exercise quality control and provide advice on visibility plans and actions.*

**Job requirements**

**Experience"**

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 5 years

Qualifier: essential

Political and Social Science, International Development studies, public health, agriculture or other relevant education. Professional experience pertinent to the duties to be carried out of at least 5 years. Knowledge of Arabic would be an asset. Strong project management experience essential. Knowledge of and experience in the implementation of EU policies and projects across the humanitarian-development Nexus would be an asset.

**Languages**

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

**Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *SOCIAL SCIENCES and POLICIES*
- *INTERNATIONAL RELATIONS (generic)*  
*INTERNATIONAL COOPERATION and DEVELOPMENT*

**Competences**

- *Communicating*  
*Ability to communicate in meetings*  
*Drafting skills*
- *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:*

Safe and HEAT trainings are mandatory for the deployment in the Sudan Delegation.

**Other**

*Comments:*