



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version 134169 in *INTPA.A.5.DEL.Lesotho.001*
Valid from 15/10/2024 until

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

RENEWABLE ENERGY

Sensitive job

No

Overall purpose

Contribute to policy dialogue and policy formulation in the fields of Energy, Water and Climate Change. Under the supervision of the Head of Cooperation, contribute to the programming of country allocations, identification, formulation and implementation of EU cooperation programmes in Lesotho. Contribute to gender equality and empowerment in the respective areas of responsibility. Contribute to the EU Delegation's communication and visibility activities. Assist the Head of Cooperation in co-ordinating the section's activities and working on other tasks as required.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification and formulation of programmes and projects, in close cooperation with the beneficiary institution(s) and implementing partners in Lesotho;*
- *Follow up on technical, financial and administrative aspects of programmes/projects, including amongst others the procurement process (drafting Terms of Reference, launching tenders and calls for proposals, etc.);*
- *Monitor the implementation of all ongoing programmes and projects, attend management and monitoring meetings, and analyse and comment on periodical and final implementation progress reports and propose action if and when needed;*
- *Contribute to the evaluation of programmes and projects. Prepare the terms of reference and organise the various evaluations foreseen in the Regulations (ex-ante, mid-term, ex-post). Analyse and follow up the results and recommendations of evaluation reports and audits;*
- *Observe, monitor and report regularly and in timely fashion, and contribute to reports to Headquarters on projects/programmes (e.g. EAMR), as well as in response to any specific requests;*
- *Perform the functions of operational initiator in CRIS. To perform any other tasks as required by the needs of the service.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Maintain good and effective contacts with local operators in the relevant fields;*
- *Follow up of the activities of other donors and international organisations, as well as main stakeholders (e.g. private sector) and analysis of their strategies;*
- *Ensure the liaison with relevant Lesotho Government Ministries and state agencies, NGOs and stakeholders, including participation and reporting on all relevant meetings;*
- *Carry out regular missions in Lesotho to coordinate and follow-up project / programme implementation, and support incoming missions from DEVCO and EEAS or other organisations as required from time to time;*
- *Coordinate with the appropriate units in headquarters on programme and sectoral issues as necessary;*

+ POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders (including private sector) in all areas of concern;*
- *Contribute to sector analysis and to the definition of a sector strategy for the EU (CSP, NIP, MIP, Programmes, etc);*

+ EXTERNAL COMMUNICATION (general)

- *Produce and disseminate the results of projects/programmes at workshops, seminars, conferences and other public events;*
- *Extract and disseminate best practices and facilitate exchange of experiences;*
- *Contribute to the production of publications and to the visibility of EC programmes in general.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 5 years

Qualifier: essential

Experience of more than five years and in developing countries is an advantage. Knowledge:

Water Natural Resources, Climate Change - Procedures related to EU Cooperation Programmes

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	A2	A2	A2
English	C1	C1	C1	C1	C1

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Development and co-operation procedures

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to chair meetings
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Financial management skills
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
- *Leadership*
Capacity to plan and manage resources

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: