



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Approved*)
Job description version295038 in *INTPA.A.3.DEL.Gambia.001*
Valid from01/09/2024until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Sustainable agri-food systems, fisheries, environment, biodiversity

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

AGRICULTURE

Sensitive job

No

Overall purpose

Under the responsibility of the Head of Delegation and the direct supervision of the Head of Cooperation, the Officer will assist in the programming, design, implementation and supervision of projects and programmes in The Gambia in the field of sustainable agri-food systems, fisheries, environment, biodiversity (Rural development). This includes programmes funded from the EU Budget/NDICI as well as EDF (national, regional/continental, thematic allocations) or by other EU line DGs.

The Officer will ensure alignment with the Global Gateway and the EU Green Deal strategies and will mainstream the rights-based approach, gender and climate change and will prioritise actions benefitting the youth.

The officer will coordinate with other colleagues in the EU Delegation, other EU Delegations, HQ services (DG INTPA/Line DGs, EEAS), as well as EU Member States and external institutions/stakeholders. The officer will apply the principle of co-creation by working in an inclusive way and ensuring proactive and informal outreach to relevant colleagues at the outset and/or during the co-creation process.

The officer will also contribute to the overall work of the EU Delegation (and the Cooperation section in particular).

Functions and duties

+ POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders.*
- *Contribute to sector analysis and to the definition of sector strategies in the area of competence. This includes the analysis of National Development Plans (NDP) and sectorial policies/strategies.*
- *Develop and maintain a consistent view on priorities in the relevant fields.*
- *Monitor and report timely and regularly on progress and issues related to the areas of competence.*

+ INTERNAL COMMUNICATION (general)

- *Observe, monitor and report in timely fashion (including early warnings on potential disputes) to the Head of Delegation/Head of Cooperation as well as Headquarters on sectoral issues, as well as in response to any specific requests.*
- *Closely follow the country's main policy stances in relevant areas.*
- *Contribute to - and when requested coordinate - the EU Delegation's work on the different reporting exercises, Commitments/ Disbursements Forecasts.*
- *Report regularly on developments of significance to EU external policies in relevant fields and provide early warning on sensitive political issues (including possible contentious) either at a bilateral, regional or multilateral level.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification and appraisal of Actions, in close cooperation with the beneficiary institution(s) in the host country.*
- *Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluations, etc.) and assist in evaluating and selecting of projects within calls for proposals/tenders.*
- *Contribute to the negotiation of contribution agreements.*
- *Monitor ongoing projects ensuring the follow-up of the implementation and the performance of project managers and partners, attend steering and monitoring meetings, elaborate progress reports on projects and propose action if and when needed, monitor contractual obligations (via periodic missions, reviews, audits, reporting and assistance, etc.), ensure reporting on results, launch evaluations when needed, and ensure timely closure of contracts/decisions.*
- *Deal with horizontal activities, concertation and networking aspects related to his/her portfolio.*
- *Ensure the quality of data encoded in DG INTPA accounting/information systems (CRIS, OPSYS) and give the 'operational visa' when necessary.*

+ POLICY COORDINATION

- *Monitor activities supported by other donors in the country in the sectors under the portfolio.*
- *Contribute to the implementation of bilateral agreements and regional integration/ coordination.*
- *Maintain good and effective contacts with the local stakeholders in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States and others, with representatives of the principal international donors, with NGOs and civil society actors as well as the private sector.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Where mandated to do so, participate in negotiation meetings.*
- *Participate as speaker in meetings, seminars, etc.*

+ EXTERNAL COMMUNICATION (general)

- Communicate on EC development cooperation, in the host country and the region, including at workshops and seminars.
- Produce and disseminate the results of projects, notably at workshops, seminars, conferences and other public events.
- Contribute to the production of publications when needed.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Regular reporting to the Head of Cooperation on all duties
- Support the Head of Cooperation in his/her functions, as required. When needed, ensure the permanence of the Head of Cooperation (when absent)
- Act as back up for colleagues in the section when required.
- Prepare and assist in missions from Headquarters.

Job requirements

Experience"

+ FOOD (general), AGRICULTURE

Job-Related experience: at least 3 years

Qualifier: essential

Experience related to the portfolio (agriculture/sustainable agri-food systems) with particular relevance for resource poor countries and settings. Education: completed university studies of at least at least four (4) years' duration attested by a diploma in a relevant field. A Diploma related to agriculture/sustainable agri-food systems will be considered a strong asset. A master diploma would be an asset.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Experience related to EU- funded project and programme management. Experience in a EU Delegation will be strong assets. Language: thorough knowledge of English and knowledge of French.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- *ANALYSIS and INTELLIGENCE*
ANALYSIS and ADVICE
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
PROCUREMENT and CONTRACT MANAGEMENT
CONTRACT MANAGEMENT
- *EVALUATION and QUALITY MANAGEMENT*
EVALUATION
Evaluation of programmes and projects
IMPACT ASSESSMENT
Impact of policies, legislation or programmes
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
CRIS (Common Relex Information System)
- *REPRESENTATION and NEGOTIATION*
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Accountability
Conscientiousness
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Working with Others*
Sociability skills

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: