



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version218231 in *INTPA.C.3.DEL.Papua New Guinea.002*
Valid from01/08/2024until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Forestry, Climate Change and Biodiversity

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Cooperation, to contribute to reporting and to the conception, elaboration and implementation of development cooperation strategies and programmes in the area of forestry, climate change and biodiversity.

Functions and duties

+ POLICY ANALYSIS

- *Contribute under the supervision of the Head of Cooperation/Head of Delegation to sector analysis in reference to the Multiannual Indicative Programme (MIP) and related operations in the context of the Global Gateway (including those using EFSD+).*
- *Hold, under the supervision of the Head of Delegation/Head of Cooperation, regular policy dialogue with all stakeholders, and promote EU policy objectives.*
- *Contribute to the policy dialogue at country level in the field of forestry, climate change and biodiversity, with inclusion of environment, rural economic development and climate related infrastructure. Provide relevant input and feedback to the Head of Delegation/Head of Cooperation/Programme Officers.*

+ 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 DGs strategic objectives*
- *Contribute to the rollout and implementation of Global Gateway in the relevant areas of competence of the Section*

+ INTERNAL COMMUNICATION (general)

- *Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on forestry, climate change and biodiversity.*
- *Contribute to providing a timely response to any specific requests.*
- *Contribute to the different reporting and planning requirements of the EU (AMP, EAMR, JAR).*
- *Preparation and regular update of briefing and information notes to the Head of Delegation/Head of Cooperation.*
- *Exchange relevant information with colleagues and contribute to internal meetings and presentations*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute under the supervision of the Head of Delegation/Head of Cooperation to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in the host country, if and when such programmes are decided in the programming process.*
- *Manage and/or provide support to the management of projects with environmental/green aspects in the Delegation's portfolio, including blending operations and activities including financial institutions.*
- *Act as Operational Initiating Agent, when required, for transactions related to the implementation of the above projects. Review and approve reports, certify requests for payments. Update and maintain relevant data in OPSYS. Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).*
- *Monitor the implementation of actions against set measurable objectives and targets. Review and assess Result Oriented Monitoring (ROM) reports and Mid Term Evaluations and implement and follow up relevant recommendations. Update and maintain implementation reports in OPSYS.*
- *Maintain contacts with the local operators in the field, with the national authorities and institutions, with financial sector institutions, with representatives of the diplomatic missions of the EU Member States and other development partners, with NGOs and other local non-official actors.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- Assist the Head of Delegation /Head of Cooperation to present the views of the EU Delegation in forestry, climate change, biodiversity and environmental sector related events and other related initiatives, where deemed necessary.
- Assist the Delegation in developing close contacts with local stakeholders, including in Governments and public administrations, Private Sector organisations, universities, think tanks and research centres, regional and international organisations, and Civil Society Organisations.
- Provide background and feedback for negotiations, programming, evaluation and monitoring exercises.
- Exchange relevant information with colleagues and contribute to internal meetings and presentations
- Prepare and assist in missions from Headquarters.

+ EXTERNAL COMMUNICATION (general)

- 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 publications.
- Apply effectively all IT tools.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 5 years

Qualifier:an advantage

Any additional relevant experience and qualifications will be an advantage.

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 3 years

Qualifier:essential

At least 3 years of relevant post-graduate work experience. Experience in managing development cooperation projects in developing countries is desirable. Experience in managing EU development cooperation programmes, as well as experience in one or more of the fields of forestry, climate change and environment. Experience in EFSD+ would be an asset. University Degree in a discipline relevant to the job profile is highly desirable.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Budgetary rules and procedures
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
AID COOPERATION

Competences

- *Communicating*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Working with Others*
Ability to work in a team

Job Environment

Organisational entity

Presentation of the entity:

Unit INTPA C.3 is responsible for EU cooperation with East Asia and the Pacific and the preparation and coordination of regional programmes in Asia and the Pacific which are managed both at central level and in delegations as well as blending and other financial instruments. Unit INTPA C.3 counts approximately 22 staff organised in three sectors.

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:

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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:

Safety and security trainings are mandatory due to the high security risks both in Port Moresby and in other parts of the country. Travel Clearance Authorization (TCA) is required for all in-country missions. The security situation requires exercising caution in all movements and may hamper recreational or social opportunities. Article 5 of Annex X of Staff Regulations applies to staff with regard to staff accommodation.

Other

Comments:

Missions occasional in country and or overseas Budget support implementation modality is not used yet in PNG. It is however a medium term objective.

08/05/2024