



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Approved*)  
Job description version249095 in *INTPA.A.4.DEL.Sudan.002*  
Valid from01/09/2024until

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer - Rural Development / Natural Resources Sudan

##### **Domains**

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

INTERNATIONAL COOPERATION and DEVELOPMENT

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

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

RURAL DEVELOPMENT

##### **Sensitive job**

No

##### **Overall purpose**

To advise on and manage, under the supervision of the Team Leader, the implementation of rural development, agriculture, food security and natural resources interventions financed with EDF and budget line resources. To contribute to the identification, formulation and monitoring of rural development interventions.

To assist the Team Leader in co-ordinating the section's activities, including contacts with the Government of Sudan, civil society, local administration and implementing partners.

## **Functions and duties**

### **+ POLICY ANALYSIS**

- *Support policy dialogue in rural development with relevant ministries, agencies, donors and other stakeholders.*
- *Contribute to sector analysis and to the interpretation of defined strategies and policies.*
- *Contribute to the formulation of Annual Action Programmes and thematic programming such as food security and environment.*
- *Keep up to date with EU internal and international developments on sector issues and use this information for contributions to strategy development, programme/project design and implementation.*
- *Follow-up on regional initiatives related to rural development and comment on their relevance for Sudan.*

### **+ POLICY DEVELOPMENT**

- *Report on the status and progress of projects and programmes.*
- *Contributing to reporting requirements and other publications of the Delegation (e.g. EAMR, AMR, JAR).*
- *Assist in conducting demarches on sector specific matters following request of HQ.*

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

- *Administer contracts (EDF and Budget) at operational level (prepare/finalise contracts).*
- *Check tender dossiers, supervise programme estimates, supervise grants and other agreements, validate payments, comment/approve reports.*
- *Participate in tender committees and other evaluation/selection bodies.*
- *Contribute to project/programme monitoring and evaluation, keeping systematic records of progress.*
- *Preparation of special missions (drafting of Terms of Reference) including ROM missions, field missions and reporting.*

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

- *Provide advice and expertise related to the preparation and implementation of the rural development programmes financed from the EDF and Budget line instruments. This includes different aspects of rural development notably food security, agriculture, livestock and natural resource management/environment.*
- *Support identification, appraisal and drafting of project proposals together with relevant stakeholders (preparation of Terms of Reference, tender documents and call for proposals as well as programme estimates (if applicable) and judging their relevance and suitability).*

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

- *Attend steering committees, visit projects and monitor the implementation of projects and prepare written feedback to the Delegation. Advise projects on EU implementation procedures.*
- *Support and advise the Head of Cooperation and Head of Delegation and other stakeholders, including EU Member States, on issues related to rural development.*

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

- *Prepare speeches, contribute to press releases and any other actions, in collaboration with the Delegation's Press Officer, contributing to the visibility and public recognition of EU activities in Sudan.*

## Job requirements

### Experience"

#### + RURAL DEVELOPMENT

Job-Related experience:at least 5 years

Qualifier:essential

Diploma in Agricultural Science, Rural Development, Economic Sciences or related fields.

Proven experience in Rural Development or related Fields Knowledge of Arabic would be an advantage.

### Languages

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

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
  - BUDGET and FINANCE*
    - FINANCIAL and BUDGETARY MANAGEMENT*
    - Financial regulation and procedures*
  - PROCUREMENT and CONTRACT MANAGEMENT*
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - Calls for tender*
  - CONTRACT MANAGEMENT*
    - Rules and procedures relating to the preparation of contracts*
- *EVALUATION and QUALITY MANAGEMENT*
  - EVALUATION*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
  - PROJECT MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
  - IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
  - CRIS (Common Relex Information System)*

### Competences

- *Communicating*
  - Ability to understand and be understood*
  - Capacity to communicate technical or specialised information*
  - Drafting skills*
  - Negotiation skills*
- *Delivering Quality and Results*
- *Prioritising and Organising*
  - Capacity to deliver in a structured way*
- *Working with Others*
  - Knowledge sharing*

## Job Environment

### Organisational entity

Presentation of the entity:

25/04/2024

**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:*

Delegation works from Sunday – Thursday (Friday and Saturday are week end). Prior HEAT training is required for the majority of missions in Sudan.

**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:*