



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version427392 in *INTPA.A.4.DEL.Cameroon.003*
Valid from27/09/2023until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - INFRASTRUCTURE - Regional & multi-countries Cooperation

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Team Leader and the Head of Cooperation, (s)he will contribute to the conception, elaboration and implementation of development cooperation strategies and programmes contributing to multi-country cooperation and regional integration in Central Africa in the areas of infrastructure and connectivity (e.g. transport, energy and digital). The agent will work in close coordination with other sections of the Delegation, other EU delegations in the region, HQ services, EU Member States development banks and agencies, the EIB, international financial institutions and regional organisations, beneficiary parties and others actors and development partners as deemed necessary.

Functions and duties

+ INTERNAL COMMUNICATION (general)

- *Ensure good flow of information within the Delegation (within the Cooperation Section, with FCAS and others sections), with the COOP and FCAS sections of the other relevant Delegations in the sub-region and with INTPA HQ, geographical, regional and thematic Units (and potential others DGs involved).*
- *Observe, monitor, analyse and report to his hierarchy - regularly and in timely fashion (including early warnings on potential disputes) as well as on issues of regional and sectors policies related to the specific domains of intervention.*
- *Ensure good coordination within the Delegation, between the EU delegations in the region, with CEMAC, CEEAC and other regional initiatives of relevance to the European Union, with EEAS and INTPA HQ (geographical and thematic Units notably) and promote information sharing.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To contribute to programming, identification and appraisal of national and regional projects, in close cooperation with the beneficiary departments, relevant regional organisations and all relevant actors.*
- *To assist in all aspects of the procurement process (drafting TORs, launching tenders, etc.).*
- *To monitor ongoing projects, to attend management and monitoring meetings, to elaborate progress reports on projects and propose action if and when needed.*
- *To contribute to the evaluation of projects.*
- *To maintain contacts with EU delegations involved in programmes, EU Member States and EU Development banks, with private sector actors and other donors/partners active in the region, with particular attention to regional initiatives.*
- *To give the "operational visa" on documents where required.*

+ BUSINESS MANAGEMENT and PLANNING

- *Assist the Team Leader and the Head of Cooperation in defining the strategy and policies of the section, and in programming and execution of the national, regional & multi-country cooperation activities.*
- *Ensure the initiation, follow-up and co-ordination of national, regional and multi-countries external aid programmes and projects.*
- *Maintain an overview of the phases of the operations cycle in relation to devolved programmes. Ensure adequate risk monitoring by identifying, assessing, reporting and managing the risks specific to the activities under his/her responsibility.*
- *Ensure that the Team Leader and the Head of cooperation as well as the COOP services in the relevant Delegations of the sub-region are fully briefed on national, regional & multi country issues.*

+ EXTERNAL RELATIONS

- *Ensure good coordination with the relevant #Team Europe partners in the sub-region, EU Development banks and agencies, EIB and IFIs, implementing partners and national authorities – so they are aware of EU national, regional & multi-country cooperation and encourage proposals (Team Europe initiatives and approaches; flagships for Global Gateway etc.)*
- *Manage, implement and follow up of bilateral and multilateral agreements with national, international and regional organisations.*
- *Ensure liaison with beneficiary organisations on aspects concerning cooperation programmes/projects.*
- *Give presentations on EU activities; Participate in forums relevant to development cooperation activities at national and regional level. Contribute to increasing the visibility of the actions/ programmes financed by the EU.*

+ POLICY ANALYSIS

- To support and contribute to policy dialogue with relevant stakeholders in all areas of concern, with a special focus on national and regional aspects relevant to the mandate of the Delegation.
- To contribute to sector analysis and to the definition of national and regional cooperation strategies (within the Sub-Saharan MIP) with a focus on Central Africa and Central Africa countries.

+ REPRESENTATION and NEGOTIATION

- To ensure effective operational coordination with Member States by informing and seeking their engagement in new project proposal and Team Europe Initiatives.
- To participate in donor coordination meetings for regional cooperation, with all regional organisations and actors.

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic), PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 5 years

Qualifier: essential

Master 2 minimum

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
Writing of calls for tender
Calls for proposals and evaluation/selection process
CONTRACT MANAGEMENT
Contract monitoring
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
- **REPRESENTATION and NEGOTIATION**
INSTITUTION REPRESENTATION and NEGOTIATION
Rules, procedures and protocol relating to seminars, meetings, conferences, market prospecting

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
Ability to understand and be understood
Capacity to present issues to an audience
Drafting skills
Negotiation skills
- *Learning and Development*
Open mindedness
- *Prioritising and Organising*
Coordination skills
- *Working with Others*
Ability to work in a team
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: