



## EUROPEAN COMMISSION

### Job Description Form

Job description version5 (*Active*)  
Job description version214045 in *INTPA.C.2.DEL.Burma/Myanmar.002*  
Valid from 12/05/2022 until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - Economic Issues - economic analysis and private sector development

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Head of Cooperation, plan, manage and co-ordinate the Delegation's development cooperation portfolio in Myanmar in relation to economic development and engagement with and support to the private sector, including advising on macro-economic developments and economic policy as well as financial and investment climate; contribution to the overall communication and visibility on EU development cooperation in the economic sector.

## **Functions and duties**

### + KNOWLEDGE MANAGEMENT & ECONOMY

- *Contribute to the full cycle of project management and in particular the design, supervision and monitoring of development cooperation activities in relation to economic and private sector development*
- *Analyse macro-economic developments and policy as well as financial and investment climate; including to organise consultations with stakeholders and coordinate among partners;*
- *Supervision and monitoring of projects/programmes assigned to the job holder, attending relevant meetings, undertaking missions, elaborating reports and proposing action if and when needed*
- *Ensure the follow-up of the implementation of projects/programmes and the performance of partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.)*
- *Assist with all aspects of the procurement process (drafting Terms of Reference, launching tenders, preparation of contracts etc.)*

### + REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Participate in meetings, working groups, committees or other coordination events*
- *Develop and maintain close contact with relevant Ministries, with the EU Member States, other donors, and other stakeholders.*

### + INTERNAL COMMUNICATION (general)

- *Observe, monitor and report regularly and in timely fashion, including to Headquarters, on sectoral issues, as well as in response to any specific requests.*
- *Contribute to regular Delegation reports.*

### + EXTERNAL COMMUNICATION (general)

- *Prepare and organise workshops, seminars, conferences and other public events.*
- *Extract, consolidate and disseminate best practices and facilitate exchanges of experience.*
- *Take initiatives for publications and other visibility activities.*

### + POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas linked to the job purpose.*
- *Contribute to relevant sector analyses.*
- *Support the Head of Cooperation on development policy issues, especially in relation to economic and private sector development.*

## **Job requirements**

### **Experience"**

#### + KNOWLEDGE MANAGEMENT & ECONOMY

Job-Related experience:at least 2 years

Qualifier:essential

Experience of EU project cycle management; experience of management of EU development projects and programmes; knowledge and work experience in the field of macro-economic analysis, economic policy and development, private sector development, finances and investment climate; work experience in developing countries; experience with or knowledge of the European Union and understanding of the broad spectrum of European Commission policies and working areas.

### **Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

### **Knowledge**

- *CLIMATE, ENVIRONMENT and NATURAL RESOURCES*  
*ECOLOGICAL NATURAL RESOURCE EFFICIENCY*  
*Sustainable development*
- *INTERNATIONAL RELATIONS (generic)*  
*EXTERNAL RELATIONS*  
*EU External Assistance policies*  
*EU External Assistance instruments*  
*INTERNATIONAL COOPERATION and DEVELOPMENT*  
*Cooperation and development aid*

### **Competences**

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to chair meetings*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*
- *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*

## **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:**

During the course of posting, the Appointing Authority may decide to move the place of posting from Yangon to Nay Pyi Taw.

**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:*

Candidates should be fully aware of the local living conditions, especially those with family and children.

**Other**

*Comments:*