



EUROPEAN COMMISSION

Job Description Form

Job description version8 (*Approved*)
Job description version 132417 in *INTPA.B.2.DEL.Guatemala.002*
Valid from 01/10/2023 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To contribute, under the supervision of the Head of Operations Section, to overall policy-making, conception, elaboration and implementation of development cooperation strategies and programs as regards to Green Deal with special focus on climate change (adaptation, mitigation, NDCs, etc.), environment, biodiversity and forestry. Coordination and monitoring of projects.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the preparation, identification, and formulation of projects/programs, and prepare their external supporting missions.*
- *Ensure the integration of recommendations of QRM and DG INTPA in Financial Proposals.*
- *Extract and disseminate best practices and facilitate exchange of experiences; feed-back identification with lessons learned from the implementation and evaluation.*
- *On-going and annual review of projects/programs, organise evaluation missions, and systematize lessons learned and prepare their diffusion.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Ensure fulfilment of all necessary conditions for launching a project (institutional, budgetary, logistic, elaboration of ToR, preparation of calls for proposals and tenders and contribute to the evaluation, etc.).*
- *Approval of work plans, elaboration of progress reports, follow-up on implementation and proposing action if and when needed, monitoring, audit and evaluation, and dissemination of results.*
- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects, preparation of shortlists and award of contracts.*
- *Contribute to the implementation of projects/programs, and follow-up of performance indicators to measure their success.*
- *Give the “operational visa” on any document where required.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Ensure a regular dialogue with competent institutions in Guatemala and coordination with Member States and bilateral and multilateral (WB, UN agencies, IADB, etc.) donors, and with civil society.*
- *In regular dialogue with the competent institutions in Guatemala and DG INTPA, contribute to the establishment of priorities and profiles of projects/programs susceptible of financing under the community budget.*
- *Prepare the financing proposals in coordination with national authorities.*
- *Contribute to a structured policy dialogue on themes under her/his responsibility*

+ COMMUNICATION and PUBLICATION

- *Contribute to the Delegation reporting and notably to specific sectoral reporting.*
- *Contribute to periodical reports and speeches of the Delegation; produce ad-hoc reporting, briefing and presentations as required.*
- *Prepare as required, reports to HQ on projects, programs, parliamentary questions and other themes of concern.*
- *Ensure adequate visibility of EC supported initiatives and presentation, as required, of EU activities to third parties.*
- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.*

+ BUDGET and FINANCE

- *Contribute to the preparation of the budget forecasting in close coordination with the FCA section.*
- *Ensure management of RAL & RAC.*

+ BUSINESS MANAGEMENT and PLANNING

- *Contribute to the pluri-annual programming of EEAS and DG INTPA and Joint Programming with Member States as well as for thematic budget lines, and contribute to the Annual Working Programs. .*
- *Contribute to sector analysis and to definition of a sector strategy for the EC (CSP/RSP, MIP/ RIP, etc.).*
- *Feed-back programming with experiences cumulated from the implementation and the evaluation of the projects/programs.*
- *To assist the Head of Section in defining the strategy & policies, as well as the planning of activities of the Section.*
- *Contribute to the preparation of the AMP concerning cooperation aspects.*
- *Contribute to overall effort of organization and management of the Delegation.*

+ ANALYSIS and INTELLIGENCE

- *Research on, observe and monitor his/her areas of concern (reports, national and international press, websites, sectorial networks, etc.) in order to keep updated and structured information and data-basis on those areas.*
- *Contribute to analysis and reporting in the field of food security, rural development, agriculture and nutrition.*

Job requirements

Experience"

+ FLORA & FAUNA, BIODIVERSITY and CONSERVATION, CLIMATE CHANGE

Job-Related experience:at least 5 years

Qualifier:essential

Professional experience pertinent to the duties to be carried out of at least two years. Proven experience in Management of Cooperation. Knowledge of EU Budget support and experience of managing Budget Support programmes is considered a valuable asset. Experience in LA Countries is an advantage.

Languages

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

Knowledge

- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
EU External Assistance policies
EU External Assistance instruments
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation with developing countries
AID COOPERATION
Project cycle management in the field of foreign aid

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
Capacity to present issues to an audience
Drafting skills
Negotiation skills
- *Delivering Quality and Results*
Capacity to act upon problems
Financial management skills
- *Working with Others*
Ability to work in a team
- *Leadership*
Capacity to allocate tasks and organise work

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: