



**EUROPEAN COMMISSION**  
Job Description Form

Job description version Job no. 320401 in NEAR.C.1.DEL.Armenia.002

**Job Holder** \_\_\_\_\_

**Name**

**Job Profile** \_\_\_\_\_

**Position**

LOCAL AGENT Group I

**Job title**

Project Officer

**Domains**

**Generic domain**

EXTERNAL COOPERATION and DEVELOPMENT

**Specific domain**

CIVIL SOCIETY and GOOD GOVERNANCE

**Job Family**

External Relations

**Sensitive job** No

**Overall purpose**

To assist the Head of Operations in all matters related to Civil Society engagement and advocacy, Local Authorities, Social Protection and Justice in Armenia, as well as in identifying, implementing, managing and monitoring related projects under the ongoing EU-Armenia projects, and in following Government of Armenia and other development partners' positions and actions in these matters.

**Functions and duties**

+ PROGRAM / PROCESS /PROJECT MANAGEMENT - Delegation's project cycle management

- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in Armenia, if and when such programmes are decided in the programming process (preparation of Action Documents, Financing Agreements and Contracts).*
- *Assist with all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed to ensure the respect of the contract and the efficiency of the action.*
- *Contribute to the evaluation of projects.*
- *Maintain contacts with other Armenian institutions and donors active in Armenia.*
- *Give the "operational visa" on any document where required.*

+ GENERAL PROGRAM MANAGEMENT - Strategy definition and management of programmes

- *Support Headquarters in the programming process and participate in the identification and selection of projects based on the mechanisms established to this effect.*
- *Ensure the management of "de-concentrated" programs and projects in accordance with the reform of the external assistance management.*
- *Inform Headquarters regularly on the progress of the implementation of projects and programmes and prepare an annual report on the state of play of the implementation of these cooperation activities.*

+ INTERNAL COMMUNICATION (general) - Sectoral reporting to Headquarters

- *Observe, monitor and report regularly and in timely fashion (including early warnings on potential*

- disputes) to Headquarters on sectoral issues, as well as in response to any specific requests.
- Draft speeches and speaking notes in the sectors of concern when required.

+ QUALITY MANAGEMENT and EVALUATION - Evaluation of the implementation of programmes

- Organise and lead the various evaluations foreseen in the Regulations (ex-ante, mid-term, ex-post).
- Define evaluation methodologies and indicators for evaluation.
- Assess the relevance, effectiveness and efficiency of the approved programmes / projects and the Commission strategy.
- Analyse and follow up the results and recommendations of evaluation reports and audits. Ensure the "retro-feeding" of experiences.

+ PROCUREMENT and CONTRACT MANAGEMENT - Financial management of programmes

- Act as operational initiator of contracts.
- Monitor the financial expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.
- Provide the available information for audit and control by Commission services or the European Court of Auditors.

### **Job requirements**

#### **Education / Experience**

+ BUSINESS ADMINISTRATION, ECONOMICS, LAW, FINANCE, SOCIAL SCIENCE OR RELATED FIELD

Job-Related experience: at least 3 years

Qualifier: essential

#### **Languages**

**Armenian: native**

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

#### **Knowledge**

- Project management cycle (identification, to contract management and evaluation)
- Budget, Finance and Contracts
  - Contract management
  - Financial regulation and procedures
  - Budget control and audit capacity
- Management and organisation
  - Project management, including contracts negotiations and monitoring

#### **Competences**

- Analysing and Problem Solving
  - Inquiring mind
  - Numeracy to evaluate and control budget
  - Capacity to analyse and structure information
- Communicating
  - Ability to understand and be understood
  - Tailors language, tone, style and format to match audience
  - Demonstrates openness in sharing information and keeping people informed
  - Drafting skills
- Delivering Quality and Results
  - Team player and ability to work in a proactive and autonomous way
  - Quality and process management abilities
  - Eye for detail/accuracy
- Prioritising and Organising
  - Capacity to deliver in structured way
- Planning capacity