



LOCAL AGENT POSITION OF PROJECT OFFICER

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to Barbados, the Eastern Caribbean States, and the OECS works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Barbados government in areas that are part of the EU's remit.

We offer

The EU Delegation to Barbados, the Eastern Caribbean States, and the OECS based in Barbados is seeking to recruit a motivated, reliable and experienced individual ***with a minimum of five years relevant work experience in development cooperation, preferably with an international organisation or aid donor*** to fill the Local Agent Group I position of **Project Officer**.

The team consists of 23 people and there are occasional atypical working hours. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation, and on the changes of these needs. **The successful candidate will work under the supervision of the Head of Sector for the implementation of development programs financed by various instruments, contribute to the definition, implementation, follow-up and evaluation of programs and projects in the countries of the Delegation's responsibility and contribute to Delegation's reporting tasks.**

The Delegation offers an exposure to an international and multicultural environment and is an equal opportunity employer. The Delegation offers motivating employment conditions: initial basic salary range (dependent on experience level) starting BBD 10,575 to BBD 18,469 (last step), full 13 month salary, attractive medical and pension scheme.

Local Agent conditions apply to this post. CARICOM citizens are eligible and should possess the CARICOM Skills Certificate (where applicable).

JOB DESCRIPTION

Employer

EU Delegation	Delegation of the European Union to Barbados, the Eastern Caribbean States, and the OECS
Location	<i>Bridgetown, Barbados</i>
Duration of contract	<i>An initial fixed-term contract of a duration of two (2) years, renewable, with possibility of indefinite term contract after completing a seven-year term.</i>

JOB DESCRIPTION

Group	1
e-Del-HRM and Sysper2 references	e-DEL-HRM post Nr 372590 / Sysper 2 Post Nr 496008
Position in the organisation chart	Project Officer - Operations
Reporting relations/responsibilities	Head of Sector
Working hours	37.5 hours
Working environment/conditions	International and multi-cultural environment. Travelling is required.
Job objective	Under the supervision of the Head of Sector and for the implementation of development programs financed by various instruments, to contribute to the definition, implementation, follow-up and evaluation of programs and projects in the countries of the Delegation's responsibility and contribute to Delegation's reporting tasks.
Tasks	• Contribute to the identification, formulation and implementation of programmes and projects in the Sector, as well as provide necessary inputs across the Cooperation section, in particular on digital transition, in close collaboration with the relevant Team. • Follow closely developments in Overseas Countries and Territories in the remit of the Delegation, collect and analyse relevant macro-economic, financial and sector policy information (incl. digital) and prepare reports and responses to any specific requests, as appropriate. • Identify opportunities for collaboration between the EU and the Caribbean, particularly in digital transformation.

	• Assist with the preparation of Contracts (incl. Works, Supply and Service Contracts) and launching of calls for tenders for projects in the remit of the section. • Coordinate the implementation and monitoring of programs and projects, including assessing technical and financial plans, progress and expenditure reports, payments, amendments, award of grants, works, supply and service contracts. • Maintain good and effective contacts with the relevant national authorities, private sector representatives and other local operators and stakeholders in the field. • Performing other duties as assigned by the Head of Sector.
Character references	<u>Knowledge</u> <u>Know what</u> • Experience in developing projects and programmes • Experience in digital policy implementation and formulation or digital-related work experience • Experience in the Caribbean region will be an asset • Work or academic experience in the EU will be an asset • Working knowledge of EU/EDF procedures will be an asset. <u>Know how</u> • Project cycle management • Computer literacy <u>Skills</u> <u>Linguistic skills</u> • Proficient in English (written and spoken): Excellent • Knowledge of Spanish, French or Dutch is an asset. <u>Communication skills</u> • Capacity to communicate and write clearly, present complex matters in a simple way <u>Interpersonal skills</u> • Ability to consult, to listen, and to share information and ideas • Ability to work in and as a team <u>Intellectual skills</u> • Ability to analyse key points in verbal and numerical information, evaluate alternatives objectively and make sound logical and well-argued judgments considering well the impact of decisions. • Ability to grasp quickly and summarize complex issues as well as to propose sound solutions. • Capacity to set priorities and deliver good quality work under pressure and tight deadlines

	- Capacity to process a considerable amount of information in an effective and efficient way. - Ability to rapidly produce high-quality, short, concise and analytical reports <u>Management/Organisational skills</u> - Good team player - Capacity to focus on priorities and to organise work to deliver outputs on time. <u>Personal Qualities</u> - High ethical standards - Tact, diplomacy and ability to negotiate in a complex environment - Commitment to assure quality, speed and accuracy in performing technical and procedural duties
Minimum physical requirements	Not applicable

Job specifications

	Required	Appreciated
Qualifications	University degree in Economics, Law, Social Sciences, Information Technology (IT), Engineering	MSc. degree in Economics/Law/Social Sciences/IT/Engineering
Professional experience	At least five years of relevant work experience in development cooperation, preferably with an international organisation or aid donor. Experience in recipient countries.	
Knowledge of languages	<i>ENGLISH (EN) – ability to understand C2, ability to read C2, ability to speak C2, ability to write C2</i>	
Knowledge of IT tools	<i>Proficient user of Microsoft Office applications and Internet research tools</i>	

HOW TO APPLY:

Interested persons should submit the following **in pdf format** to the Head of Administration via email address: eeasjobs-035@eeas.europa.eu

- **Motivation letter**
- **Curriculum Vitae (CV)** preferably using the Europass format/template

Please mention: ATTN: VACANCY – PROJECT OFFICER 496008

DEADLINE FOR APPLICATIONS: 09 NOVEMBER, 2025

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid automatic exclusion from the selection procedure. **Late applications will not be accepted.**

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter, and will produce a shortlist of a limited number of eligible candidates who best meet the selection criteria for the post. ***Only successful candidates will be contacted.***