

Job Description for Group 1. Project Officer

Employer

EU Delegation	<i>The Philippines</i>
Location	<i>30th Floor Tower 2, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200</i>

Job description

Group	<i>Local Agent Group 1</i>
e-Del-HRM and Sysper2 references	<i>e-Del-HRM reference number 47435, Sysper reference number 38229</i>
Section in the organisation chart	<i>Cooperation Section</i>
Next hierarchical superior (who to report to)	<i>Head of Cooperation</i>
Working hours	<i>Full time</i>
Working environment/conditions	<i>Multicultural environment</i>
Job objective	Under the supervision of the Head of Cooperation, the job holder will advise on, prepare, manage the implementation and monitoring of projects and programmes as well as Global Gateway initiatives in the field of Disaster Risk Management and Reduction and Research/Innovation, while facilitating project coordination within the Delegation and other Delegations in the region as required
Main Tasks	EXTERNAL COMMUNICATION • To observe operational EU visibility requirements and pro-actively work with implementing partners on visibility • To contribute to strategic communication efforts of the Delegation and external communication in social media, reports to HQ or other Delegations, and stakeholders, and to assist projects/programmes in developing their products in line with this overall strategy • To respond effectively to enquiries from the public or other sources relating to areas of his/her concern and on time POLICY ANALYSIS AND COORDINATION • To contribute to sectoral policy dialogue, for example with DND/OCD, DILG, DSWD, DoST, DoF and DFA, and government at provincial and LGU level • To contribute to briefings, sectoral analysis, and resource materials of the Delegation such as briefings and speeches • To contribute to co-creational work, acting together and drawing on the expertise of colleagues, to identify, build and develop common actions and policies under strategic objectives with all Sections of the Delegation, including ECHO activities • To maintain and exchange knowledge of activities of the Government and Agencies at different geographic levels, EU Member States, international organisations, multi-lateral and bilateral development banks, development partners, civil society, private sector • To maintain excellent and amicable contacts with counterparts, including other Delegations INTERNAL MANAGEMENT AND COORDINATION • To contribute to the efficient functioning of the Cooperation Section and to the strategic planning of the co-operation efforts, including programming, drafting of terms of reference/guidelines, launching of procurements, forecasting, use

	of evaluations, event organisation, and formal dialogue meetings with the Government • To contribute to regular Delegation reports (EAMR) and notes to HQ and maintain open communication channels with other Delegations in the region • To contribute to the successful organisation of missions from HQ or other Delegations and preparation of briefings, agendas, and logistical aspects PROGRAM/PROCESS/PROJECT MANAGEMENT • To contribute to the full Project Cycle Management of co-operation activities financed by the EU, including proposal evaluations, contract and budget negotiations, review of reports and payment requests, results monitoring, audit, evaluations • To Evaluate projects. Prepare the terms of reference and organise the various evaluations and audits as required and needed (ex-ante, mid-term, ex-post, ad-hoc). Analyse and follow up the results and recommendations of evaluation reports and audits, monitor contractual obligations and report on issues in a timely manner • To Monitor the implementation of ongoing programmes and projects, including Global Gateway initiatives managed by HQ or other Delegations in ASEAN and bilateral, thematic or regional actions. This includes but not limited to attending management and monitoring meetings (if required through missions), and analysing and commenting on periodical and final implementation progress reports and propose action if and when needed. Manage the results reporting of projects in OPSYS • Top give the "operational visa" on any document where required GENERAL • To undertake other assignments that may be requested in view of the efficient functioning of the Cooperation Section or the Delegation
Personal skills	• Ability to conceptualise problems, identify and implement solutions; • Capacity to deliver in a structured way with attention to detail; • Capacity to focus on priorities and to organise work to deliver on time; • Good negotiation skills; • Fully independent in report reviewing/writing and drafting of official correspondence; • Excellent communications skills and presentation skills; • Ability to work as a team member with good inter-personal skills in a multicultural environment; • Ability to work under pressure according to deadlines and in a flexible way to new demands; • Professional integrity in dealing with politically sensitive issues; • A keen interest in promoting cooperation between the EU and Philippines/ASEAN countries
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory minimum requirements	Assets
Qualifications	– University degree that is relevant for the job objective and tasks the job holder is asked to perform	– A further post-graduate degree
Professional experience	– Minimum of 5 years of relevant working experience in the thematic area (Disaster Risk Management/Reduction and Research/Innovation) or tasks (project cycle management, strategic planning, policy dialogue, etc.) – Previous professional engagement in activities with DND/OCD, DILG, DSWD, DoST or the like	– Knowledge of European Union cooperation – Knowledge of Strategic Planning or policy implementation – Activities/programmes implemented for or with DND/OCD, DILG, DSWD, DoST or the like

Knowledge of languages	– English level C2 – Fluent in Tagalog	– Working knowledge of other languages in the Philippines.
Knowledge of IT tools	– Excellent knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.)	– Knowledge of institutional applications