



EUROPEAN COMMISSION

Job Description Form

Job description version 1 (*Approved*)
Job no. 516940 in INTPA.A.4.DEL.Kenya.005
Valid from 01/09/2026

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Partnerships, support the implementation of initiatives related to the economic policy environment and quality of dialogue around the Global Gateway strategy in Kenya, which includes energy, transport and digital sectors, as well as contracts related to governance. Contribute to the identification, formulation, implementation, monitoring, evaluation and supervision of programmes. Facilitate the project coordination while ensuring compliance with EU policies and guidelines. Promote a Team Europe approach to cooperation with Member States, their agencies and national development banks, export credit agencies and business and private sector organisations as well as European financial institutions. States, their agencies and national development banks, export credit agencies and business and private sector organisations as well as European financial institutions.

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- *Prepare proposals for programmes / projects, sector support, etc. in close co-operation with the geographical Unit (including quality review).*
- *Prepare the financing agreement and obtain signatures of all contracting parties*
- *Monitor the implementation of programmes/projects within Global Gateway and Governance domains and analyse annual and final implementation reports.*
- *Organise and lead the various evaluations foreseen in the regulations (ex-ante, mid-term, ex-post)*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Contribute to coordination with the Regional Partnerships/Partnerships section, and other Delegations as needed in the region.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Launch, manage and monitor calls for proposals / tenders, including the evaluation and selection of projects.*
- *Manage technical and financial aspects of contracts linked to the projects.*
- *Ensure the follow-up of the implementation of the projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.*
- *Deal with horizontal activities, concertation and networking aspects of the programme and its projects.*
- *Take responsibility for the quality, accuracy, and comprehensiveness of encoded data in ARES, OPSYS, CRIS, and/or any other relevant IT system, even when data encoding is delegated to another agent.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification, formulation, and appraisal of programs in cooperation with beneficiary institutions, both within the host country and in collaboration with other donors.*
- *Collaborate with stakeholders at country and regional levels, including government institutions, multilateral organisations, civil society, and the private sector, to facilitate dialogue and integrate EU partnerships priorities in sector policy dialogues, ensuring policy coherence.*
- *Handle all aspects of the procurement process, including drafting Terms of Reference and launching tenders, assessing and evaluating ongoing and completed projects to ensure quality and effectiveness.*
- *Act as an operational initiator in the relevant IT systems, ensuring accurate documentation and conducting quality checks, providing "operational visa" on necessary documents.*
- *Prepare and assist in missions from headquarters and participate in audits as necessary. Accompany evaluation in relevant areas.*
- *Maintain contact with other active donors in the host country to ensure strategic coherence in bilateral or multilateral relations.*

+ POLICY ANALYSIS

- *Support policy dialogue and sector analysis with all relevant actors - ministries, agencies, donors and other relevant stakeholders in all areas of concern.*
- *Accompany evaluation in relevant areas.*
- *Draft and contribute to reports and analysis of the topics under their area of responsibility.*
- *Contribute to the development and application of common approaches by the EU, Member States and other relevant partners.*

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 3 years

Qualifier: essential

Previous experience in a Delegation and/or appropriate experience in External Relations DGs services is considered a strong advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- *FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING*
 - *FINANCIAL INSTITUTIONS and INSTRUMENTS*
 - *BANKS and other FINANCIAL INTERMEDIARIES*
- *INFORMATION and COMMUNICATION TECHNOLOGIES*
- *REPRESENTATION and NEGOTIATION*
- *POLITICS (general)*
 - *International politics*
 - *International relations*
- *JUSTICE and HUMAN/CIVIL RIGHTS*
 - *ETHICS and EQUALITY*
- *INTERNATIONAL RELATIONS (generic)*
 - *EXTERNAL RELATIONS*
 - *INTERNATIONAL PARTNERSHIPS*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to chair meetings*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Quality & process management abilities*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Coordination skills*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Diplomatic skills*
 - *Empathy*

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: