



EUROPEAN UNION

The Delegation of the European Union to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories.

Job Description for Project Officer

Employer

EU Delegation	The Delegation of the European Union to Barbados, the Eastern Caribbean States and the OECS, covering relations with the EU's Caribbean Overseas Countries and Territories
Location	Bridgetown, Barbados

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
Reporting relations/responsibilities	Head of Unit – Regional Partnerships Unit
Working hours	37.5 hours
Working environment/conditions	International and multi-cultural environment. Travelling is required.
Job objective	Under the supervision of the Team Leader – Resilience in the framework of the implementation of actions and projects within the MIP 2021-2027, which includes cooperation with Haiti and regional programmes on governance, security, rule of law, disaster risk management and support to civil society and human rights. Contribute to the identification, formulation, implementation, monitoring, evaluation and supervision of programmes. Facilitate the project coordination while ensuring compliance with EU policies and guidelines and contribute to Delegation's reporting tasks.
Tasks	<ul style="list-style-type: none"> • Contribute to the identification, formulation and implementation of programmes and projects related to rule of law, human rights, security, civil society, disaster risk management, as well as the implementation of programmes and projects in Haiti. • Collect and analyse relevant sector policy information and prepare reports and responses to any specific requests, as appropriate. Assist in the preparation and performance of missions. • Identify opportunities for collaboration between the EU and the Caribbean in the portfolio of the Team. • Contribute to the preparation and management of contracts (incl. Works, Supply and Service Contracts) and the launching of calls for proposals/tenders for projects in the remit of the Team. • Coordinate the implementation and monitoring of programs and projects, including assessing technical and financial plans, progress and expenditure reports, payments, amendments, audits, and award of grants, works, supply and service contracts. Contribute to coordination with colleagues in other EU Delegations on the areas of responsibility. • Maintain good and effective contacts with the relevant national authorities, regional organisations, civil society and private sector representatives and other local operators and stakeholders to facilitate dialogue and integrate EU partnerships priorities in sector policy dialogue.

	<ul style="list-style-type: none"> • Performing other duties as assigned by the Team Leader.
<p>Character references</p>	<p><u>Knowledge</u> <u>Know what</u></p> <ul style="list-style-type: none"> • Experience in developing and managing projects and programmes. • Experience in policy implementation and formulation in Rule of Law, human security, civil society, disaster risk management. • Experience in the Caribbean region, including in Haiti, 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. <p><u>Know how</u></p> <ul style="list-style-type: none"> • Project cycle management • Computer literacy <p><u>Skills</u> <u>Linguistic skills</u></p> <ul style="list-style-type: none"> • Proficient in English (written and spoken): Excellent • Knowledge of French and Spanish is a strong asset. <p><u>Communication skills</u></p> <ul style="list-style-type: none"> • Capacity to communicate and write clearly, present complex matters in a way <p><u>Interpersonal skills</u></p> <ul style="list-style-type: none"> • Ability to consult, to listen, and to share information and ideas • Ability to work in and as a team <p><u>Intellectual skills</u></p> <ul style="list-style-type: none"> • 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 <p><u>Management / Organisational skills</u></p> <ul style="list-style-type: none"> • Good team player • Capacity to focus on priorities and to organise work to deliver output on time. <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • 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
<p>Minimum physical requirements</p>	<p>Not applicable</p>

Job specifications

	Required	Appreciated
Qualifications	University degree in Economics, Law, Social Sciences, Information Technology (IT), Engineering	<i>MSc. degree in Economics/Law/Social Sciences/IT/Engineering</i>
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 French and Spanish is a asset.
Knowledge of IT tools	<i>Proficient user of Microsoft Office applications and Internet research tools</i>	