



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version428586 in *INTPA.C.1.DEL.Turkmenistan.91*
Valid from02/09/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Turkmenistan and Central Asia

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the direct supervision of the Head of Cooperation (HoC) in EUDEL Kazakhstan, assist in the preparation, implementation and monitoring of EU bilateral and regional cooperation activities in Turkmenistan. Contribute to the Delegation's analysis, strategy and planning for Turkmenistan and for the Central Asia. Ensure the identification, formulation, implementation, monitoring, evaluation, reporting and visibility of the European Commission's development cooperation projects and programmes in Turkmenistan and in Central Asia. Contribute to specific thematic and cross-cutting issues such as education, governance, gender, energy, and the environment. Assist in ensuring donor coordination, cooperation with EU Member States and other stakeholders in the field of responsibilities and contributes to the overall tasks of the Cooperation Section in EUDEL Kazakhstan as required.

Functions and duties

+ POLICY ANALYSIS

- *Analyse the socio-economic situation in Turkmenistan and inform the HoC accordingly.*
- *Support policy dialogues with relevant ministries, agencies, institutes, cooperation partners and relevant stakeholders: close collaboration with other sections of the Delegation, Directorates General in the headquarters and other Delegations in particular in Central Asia.*
- *Participate , under guidance of the Head of Cooperation, in Donor coordination in line with the Paris Declaration and Busan Global Partnership for Effective Development Cooperation.*
- *Contribute to the effective operational coordination with EU MS in line with the Turkmenistan/ regional portfolio.*
- *Participate, as requested, in cooperation coordination meetings and act as the EU Delegation's focal point that is providing overall coordination between donors or HQ on specific topics.*
- *Contribute to the effective operational coordination with EU MS in line with the Turkmenistan/ regional portfolio, and participate, as requested, in cooperation coordination meetings and act as the EU Delegation's focal point for overall coordination between donors on specific topics.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Identification of projects / actions / in collaboration with beneficiary or partner institutions / organisations / agencies in Turkmenistan and/or the EU: consultation with stakeholders and other cooperation partners, including identification missions; drafting of projects / actions / identification forms; presentation at Quality Support Groups; recruitment, contracting and management of consultants under framework contract.*
- *Formulation of projects / actions in collaboration with the beneficiary or partner institutions / organisations / agencies in Turkmenistan and/or the EU: consultation of stakeholders and other cooperation partners; drafting of project / action documents; presentation at Quality Support Groups; recruitment, contracting and management of consultants under framework contract.*
- *Drafting and negotiation of Financing Agreements or other types of agreements / MoU with beneficiary or partner institutions / organisations and for the follow-up of such documents.*
- *Ensure up-to-date input on projects / actions / trust funds information and documents into the information and management systems of the European Commission.*
- *Participate in projects / actions / management meetings, technical workshops, dissemination conferences: provide translation when possible; make preparations for speeches and accompany senior level representatives of the EU to projects / actions.*
- *Participate in regular meetings of the EU Delegation in Ashgabat and be the focal point of the Cooperation Section in the EUDEL in Kazakhstan*

+ GENERAL PROGRAM MANAGEMENT

- *Project / actions / trust fund identification and formulation at the request of the responsible DGs in the European Commission.*
- *Preparation and follow-up of calls for tender, calls for proposal, contribution agreements: Drafting terms of reference for service and framework contracts, draft guidelines for applicants for calls for tender/proposals, technical and administrative provisions, supervise publication of related documents; organise information sessions and support the Q&A process during publication period.*
- *Contracting with the potential partner / contractor, including negotiations, drafting of contract.*
- *Daily management of the contracts or agreements: follow-up of the performance of project managers and partners, management and control of mandatory documents; timely disbursement of EC resources based on approved mandatory documents and an assessment of projects / actions performance.*
- *Results-focused monitoring the implementation of the contracts or agreements: keep appropriate records of projects / actions progress, correspondence, the results achieved and the constraints encountered; collaborate with Results-Oriented Monitoring teams.*
- *Approval of interim and final narrative reports and invoices, and perform the necessary administrative processes.*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Ensure proper communication / visibility of projects / actions progress to stakeholders: EU or regional institutions, EU member states, other cooperation partners, relevant other actions, civil society organisations, academia, etc.*
- *Evaluation of projects / actions: drafting terms of reference for evaluators under the framework contract; manage the publication of these terms of reference; support in the contracting and management of the consultants; report on debriefing meetings.*
- *Organise, make presentations, answer to questions during information sessions or following written requests for clarifications.*

+ EXTERNAL COMMUNICATION (general)

- *Production and dissemination of the results of projects at workshops, seminars, conferences and other public events, or through social media and website.*
- *Extracting and disseminating best practices and facilitate exchanges of experience.*
- *Contribute to the production of publications and other visibility materials.*
- *Preparation and support for joint visibility efforts; prepared, implemented, contracted or coordinated by the EU Delegation.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 5 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Russian	B1	B1	B1	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
Projects and programmes
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for OFFICE AUTOMATION
MS Office applications
- *POLITICS (general)*
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
EU External Assistance policies
EU External Assistance instruments
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation with developing countries
Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Delivering Quality and Results*
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Working with Others*
Ability to work in a team

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: