



EUROPEAN UNION

DELEGATION TO MONGOLIA

The European Union Delegation to Mongolia is looking for:

Project Officer in the Cooperation Section

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 the Mongolia 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 Mongolian government in areas that are part of the EU's remit.

We offer a post of Project Officer (Local Agent Group I) in the Delegation's Cooperation Section. The jobholder provides support to the EU's engagement with Mongolia in the area of international partnerships. The team consists of five 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 serve under the authority of the Head of Cooperation (HoC) and under the direct supervision of the Cooperation Team Leader (TL). The Project Officer will manage projects and programmes funded by the EU in Mongolia and will contribute to the strategic planning and coordination of EU assistance at national and regional levels. The recruited person will support and contribute to sectors, dialogues and policies' analysis in specific areas pertaining to the EU Cooperation agenda such as but not limited to Good Governance (including budget support), economic and democratic growth, and social sectors.

Following main tasks and duties are currently required:

PROGRAM / PROCESS / PROJECT MANAGEMENT

- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in countries/programmes covered by the EU Delegation to Mongolia.
- Monitor on-going projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed, contribute to the evaluation of projects;
- Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.
- Assist in the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and give the "Initiating Operational Visa" on any legal and financial transaction where required.
- Deal with horizontal activities and networking aspects of the programmes and projects.
- Any other tasks or ad hoc tasks relating to the activities of the Section and the Delegation.

REPRESENTATION, NEGOTIATION and PARTICIPATION

- Maintain close working relations and develop partnerships with relevant national authorities, EU Member States representatives, and relevant organisations/institutions.
- Participate in donor assistance group meetings and act as a focal point for overall coordination with partners in relation to projects and programmes as well as on relevant thematic issues.
- Prepare and assist in missions from Headquarters.

POLICY DEVELOPMENT

- Contribute to the process of preparing cooperation strategy papers and programming reviews, to sector analysis and to the definition of policy priorities and sector strategies in projects and programmes documents, in Country Strategy Papers, Multi-annual National/Regional Indicative Programmes, to the analysis of their opportunities and challenges.
- Contribute towards the definition of EU positions and provide advice on policy issues.
- Observe, monitor and report, regularly and in timely fashion (including early warnings on potential disputes), to Headquarters on sectoral issues, as well as in response to any specific requests.

EXTERNAL COMMUNICATION (general)

- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange of experiences.
- Contribute to the production of publications, to public diplomacy and to strategic communication actions.
- Give presentations of EU activities.
- Act as focal person for relevant sectors.
- Drafting of correspondence and meeting minutes.

INTERNAL COMMUNICATION (general)

- Study, monitor and report regularly and in timely fashion (including early warnings in case of potential issues) on sectoral matters, respond to any specific requests in this regard.
- Provide answers to internal stakeholders on any specific question in the area of activity.
- When required, draft speeches and speaking notes on the sectors concerned.
- Maintenance of section files in a document registration system; classification, filing, and registering of correspondence and documents.
- Occasional translation and interpretation.

The base salary will depend on relevant and verified employment experience, typically starting from 2365 EUR. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan.

The expected start date will be 15 November 2023.

Selection criteria

Minimum requirements / eligibility criteria

- Right to residence and work in host nation
- Good standing as citizen/resident
- Medical fitness to carry out the tasks assigned
- Bachelor's degree in a relevant field: economics, social sciences, law, political sciences, international relations, business administration, EU studies or similar
- At least five (5) years' experience in a relevant sector and in project management
- English: C1 level (according to *Common European Framework of reference for languages – CEFR*)
- Specialist knowledge (know what):
 - Expertise in one or more cooperation areas: Good Governance, economic and democratic growth, social sectors
- Technical knowledge (know how)
 - Good knowledge of administrative and managerial systems (including forward planning);
 - Good knowledge of Project Cycle Management and Logical Framework methodologies;
 - Familiarity with external assistance funding mechanisms, including financial and contractual procedures;
- Ability to use IT tools effectively.
- Capacity to communicate clearly, present complex matters in a simple way and draft precisely.
- Ability to listen, to consult and to share information and ideas.
- Team work fluency, high flexibility, and capacity to work under pressure.
- Ability to identify and analyze key point in verbal and numerical information, evaluate alternatives objectively and make sound, logical and well-argued judgment taking on board the impact of decisions.
- Capacity to focus on priorities and to organize work to deliver on time.
- Ability to negotiate in a multicultural and multilingual environment.
- Capacity to monitor progress of work, organize reviews and supervise projects teams
- Flexibility to work under pressure and to respond quickly to new demands.
- Commitment to assure quality, speed and accuracy in performing technical and procedural duties.
- High degree of responsibility in handling Public funding.

The following will be considered an asset:

- Knowledge of Mongolian.
- Knowledge of a second EU language.
- Master's degree in a relevant field: economics, social sciences, law, political sciences, international relations, business administration, EU studies or similar.
- Good knowledge of European Commission's external aid procedures, including financial and contractual procedures;
- Experience of working in an international organization.

How to apply

Please submit your **application, consisting of a cover letter and Europass format CV** to Delegation-Mongolia-HR@eeas.europa.eu (Reference: **23-01 Coops – applicant's name**) no later than **22:00 October 1, 2023**. Only complete applications received on time via email will be considered.

The successful candidate will be subject to a medical check and background check.

The process

After the deadline for applications, the **eligible** applications will be admitted to the Selection by the Committee set up for this purpose.

Depending on the number of applications received, successive phases of Selection may include shortlisting of candidates based assessment of the information provided in the cover letter, CV; practical testing and interviews. At least 3 best candidates will be invited to the interview and test.

Only candidates admitted to each successive selection phase will be contacted individually. The Delegation will use the same means of publication as for this job advertisement to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The Delegation will not supply additional information or discuss the selection procedure. During the selection process, please do not contact the members of the Selection Committee, but address your questions and comments to the Delegation's Administration.