



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version317163 in *INTPA.C.1.DEL.Uzbekistan.002*
Valid from01/09/2023until

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

The primary focus of the job is to assist, under the supervision of the Head of Cooperation, in the preparation, implementation and monitoring of EU cooperation activities in Uzbekistan, notably in the field of rural development, the agro-food sector, environment and climate change adaptation, in accordance with the multi-annual indicative programme and strategic documents, project cycle management rules and other European Union policies; to assist the Head of Cooperation in organising the section's activities.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Participate in the preparation of the negotiation of the technical and financial aspects of contracts related to the preparation and implementation of projects.*
- *Monitor the implementation of projects, contractual obligations (through periodic examinations, audits, reports, and assistance measures, etc.), research and development to benefit from the expertise of external consultants.*
- *Deal with horizontal activities, cooperation aspects and networking.*
- *Participate in the preparation of the negotiation of the conditions of implementation of technical solutions with the various parties concerned.*
- *In particular, manage the budget support operation.*

+ POLICY ANALYSIS

- *Analyse developments in the beneficiary country in the sectoral areas of responsibility by following up news, participating in conferences and donor meetings and meeting with government partners.*
- *Identify new projects taking into account the continuous dialogue with competent organisations in partner countries.*
- *Contribute to Annual Action Plans and draft action documents*
- *Contribute to multi-annual programming and the development of strategy papers.*
- *Contribute to the analysis of success stories and failures.*

+ EXTERNAL RELATIONS

- *Ensure liaison with beneficiary country on aspects concerning cooperation programmes/ projects*
- *Prepare and assist in carrying out policy dialogues with Uzbek interlocutors.*
- *Ensure liaison with international organizations involved in priority sector programmes.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Participate in key conferences and donor' roundtables related to the areas of responsibility.*
- *Present EU activities and plans in those areas.*
- *Maintain close relations with key donors and ensures that they are aware of EU activities.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification and appraisal of new cooperation activities in close cooperation with the beneficiary institution(s) in Uzbekistan.*
- *Assist with all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.*
- *Contribute to the evaluation of projects.*
- *Maintain contacts with other donors active in Uzbekistan.*
- *Give the "operational visa" where required.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 1 year

Qualifier:essential

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

Preferably including experience with the EU budget support instrument and public finance management.

Languages

| | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|--------------------|-------------------|---------|
| English | C1 | C1 | C1 | C1 | C1 |

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
PROJECT MANAGEMENT
PROCESS MANAGEMENT
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Development and external co-operation issues
Cooperation and development aid

Competences

- *Resilience*
Stress resistance

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:

Experience with the budget support instrument is an asset

Other

Comments: