

Job Description for Project Officer

Economic Development

Employer

EU Delegation	Sri Lanka and Maldives
Location	Colombo 00700 Sri Lanka
Duration of Contract	Indefinite

Job Description

Group	LA 1 (COM)
Position in the organisation chart	Operations Section (Development Cooperation)
Reporting relations/responsibilities	Head of Cooperation
Working hours	Monday to Friday (37.5 hours a week)
Working environment/conditions	Multi-cultural environment
Job objective	To contribute to the delivery of EU development cooperation to Sri Lanka and the Maldives in the area of economics, private sector development, and trade facilitation.
Tasks	<p><u>Sector analysis, strategy formulation and programming</u></p> <ul style="list-style-type: none">• Assist the Head of Cooperation in relevant analysis of developments and policies, as well as dialogue with relevant ministries, agencies, development partners and other relevant stakeholders; <p><u>Delegation's project cycle management</u></p> <ul style="list-style-type: none">• Contribute to the programming, identification and appraisal of projects and programmes in close cooperation with the beneficiary institution(s), if and when such programmes are decided in the programming process• Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluation of proposals, etc.)• Monitor on-going projects, attend management and monitoring meetings, contribute to progress reports on projects, and propose action if and when needed• Follow the financial progress of projects/programmes and advise the Delegation on procurement, tenders and payments• Contribute to project evaluations

	<ul style="list-style-type: none"> • Review invoices, expenditure statements, requests for advance and reimbursement prior to submission to the Finance & Contracts Section; to maintain regular financial monitoring information on EU assisted projects and programmes through EU financial management information systems; to review annual budgets of projects and programmes prior to submission to the Finance & Contracts Section. <p><u>Preparation and follow up of calls for tender</u></p> <ul style="list-style-type: none"> • Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects • Ensure 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 gather and handle external expertise • Deal with horizontal activities and networking aspects of the programme and its projects. <p><u>Representation, Negotiation, Participation</u></p> <ul style="list-style-type: none"> • Maintain good and effective contacts with all counterparts; • Maintain contacts with development partners and participate in coordination activities • Represent the EU in Steering Committee meetings and in other official meetings between the EU and programme partners.
Character references	A proactive, self-motivated person with the ability to work within a team, and respecting deadlines

Job specifications

Qualifications	Master's University Degree, in a field of economics, business administration, finance management, or similar
Professional experience	Relevant professional experience of at least 3 years, working in the area of economic or private sector development, and/or PFM and/or macroeconomic analysis.
Specialist knowledge (know what)	<ul style="list-style-type: none"> • Good knowledge of the European Union and EU-SouthAsia relations.
Technical knowledge (know how)	<ul style="list-style-type: none"> • Computer literate (Word, Excel, PowerPoint etc.). • Capable of producing high quality results within tight deadlines. • Good knowledge of project cycle management • Excellent drafting skills. • Sense of initiative, very good organisational skills, service mind attitude.

Skills

Knowledge of languages	<ul style="list-style-type: none">• Excellent command of English (written and spoken), A1 level• Fluency in Sinhala and/or Tamil is considered an important asset.
Communication skills	<ul style="list-style-type: none">• Excellent communications skills, both orally and in writing
Interpersonal skills	<ul style="list-style-type: none">• Able to work as a team member with good inter-personal skills.• Ability to work in a multicultural environment is considered very important.• Good presentation skills are required.
Intellectual skills	<ul style="list-style-type: none">• Fully independent in report writing and excellent drafting skills.• Excellent ability to think analytically and innovatively.• Capabilities to clearly, efficiently and effectively conceptualize ideas and approaches.• Good capability of converting ideas into practical results that optimise the efficiency and effectiveness of the Delegation's development cooperation activities.
Management skills	<ul style="list-style-type: none">• Professional experience of management of programs and projects, in dealing with central, regional and local authorities, multilateral agencies.• Strong organisational skills.• Capacity to focus on priorities, to organise work and to meet deadlines.• Ability to negotiate at all levels in a multicultural and multilingual environment.

Personal abilities

A keen interest in promoting cooperation between the European Union, Sri Lanka and the Maldives.