



European Commission

Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO)

Panamá

The Directorate-General for European Civil protection and Humanitarian aid Operations (ECHO), funds relief operations for victims of natural disasters and conflicts outside the European Union. For humanitarian aid, the Commission works with about 200 operational partners, including United Nation agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO Regional Office (RO) for Latin America and the Caribbean, based in Panamá, is looking for a Programme Officer

Minimum requirements:

Education: A relevant second level university degree or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant work experience at national or international level in managing humanitarian programme/project operations, including at least 2 years of experience with humanitarian/development, donor or national/international aid organization.
- Sound knowledge of EU humanitarian aid and civil protection.
- Sound knowledge of International NGOs, UN aid agencies and the Red Cross and Red Crescent Movement
- Experience working in multicultural environments.
- General experience/ knowledge in intergovernmental disaster prevention regional and international institutions of Central America will be an advantage.
- General knowledge of migration dynamics in Mexico, Central America and the Region will be an advantage.
- Very good understanding of humanitarian aid principles, policies and standards.
- Very good drafting skills.
- Experience in the use of computers and office software packages (MS Word, Excel, etc.).

Languages: Very good knowledge of English and Spanish (oral and written).

Job description:

The jobholder carries out activities to ensure that effective humanitarian response is delivered. The jobholder conducts assessments; develops strategies and represents DG ECHO at technical level when appropriate. The programme officer may be asked to run an antenna/office and supervise staff in the absence of a TA (Technical Assistant) or, when in a RO (Regional Office), oversee regional overview tasks. Availability for travelling outside/inside the country when required.

This position is open to nationals and other residents of Panama with valid work and residence permits or professionals able to obtain such permits. Depending on the situation and based on the local legislation, the duration of the contract could be indefinite or definite for one year with the possibility of yearly renewals.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect for diversity, maintaining the gender balance, as well as the balance between professional and private life, and support for training and development opportunities.

As a reference, the base salary offered to a person with 5-year experience (the minimum required for the post) is PAB 4,687.00 and it could be higher based on the years of relevant professional work experience supported by a work certificate from previous employers. i.e. with 10 years of work experience, the salary would be PAB 4883.00. Medical coverage as well as an additional 5% complement for retirement/disability is also offered.

The national staff members observe the NS Code of Conduct as published on https://ec.europa.eu/echo/who/about-echo/field-network_en

Contract will be ruled under the Panamanian labour legislation.

How to apply, interested candidates should send:

- Cover letter setting out the candidate's motivation and suitability for the position.
- Detailed Curriculum Vitae in English in **the Europass CV Template only** which can be found at <https://europass.europa.eu/es/create-europass-cv>
- Academic and employment certificates certified true copy by the applicant.
- Name, position and contact number/details (telephone, e-mail) of three references, one of them being from the last employer.
- Copy of the valid work and residence permit to live and work in Panama (when available for non-Panamanian candidates).

To the e-mail address **LAC.HR@echofield.eu** with the subject "ECHO-VACANCY PO PTY - Name". Applications must be received no later than **June 9th, 2025**.

Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons regarding the processing of personal data by the Union institutions, bodies, offices, and agencies and on the free movement of such data. The privacy statement can be found on ECHO website https://ec.europa.eu/echo/files/about/jobs/field/privacy_statement_recruitment_ns_final_version_en.pdf

Only shortlisted candidates will be contacted. NO INFORMATION WILL BE GIVEN BY PHONE. Any form of canvassing, soliciting, or influencing will be treated as disqualification.