



EUROPEAN COMMISSION

Job Description Form

Job description version4 (*Active*)
Job description version214045 in *INTPA.C.2.DEL.Burma/Myanmar.002*
Valid from04/05/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Economic Issues

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Cooperation, plan, manage and co-ordinate the Delegation's development cooperation portfolio in Myanmar in relation to economic development and engagement with and support to the private sector, including advising on macro-economic developments and economic policy as well as financial and investment climate; contribution to the overall communication and visibility on EU development cooperation in the economic sector.

Functions and duties

+ KNOWLEDGE MANAGEMENT & ECONOMY

- *Contribute to the full cycle of project management and in particular the design, supervision and monitoring of development cooperation activities in relation to economic and private sector development*
- *Analyse macro-economic developments and policy as well as financial and investment climate; including to organise consultations with stakeholders and coordinate among partners;*
- *Supervision and monitoring of projects/programmes assigned to the job holder, attending relevant meetings, undertaking missions, elaborating reports and proposing action if and when needed*
- *Ensure the follow-up of the implementation of projects/programmes and the performance of partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.)*
- *Assist with all aspects of the procurement process (drafting Terms of Reference, launching tenders, preparation of contracts etc.)*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Participate in meetings, working groups, committees or other coordination events*
- *Develop and maintain close contact with relevant Ministries, with the EU Member States, other donors, and other stakeholders.*

+ INTERNAL COMMUNICATION (general)

- *Observe, monitor and report regularly and in timely fashion, including to Headquarters, on sectoral issues, as well as in response to any specific requests.*
- *Contribute to regular Delegation reports.*

+ EXTERNAL COMMUNICATION (general)

- *Prepare and organise workshops, seminars, conferences and other public events.*
- *Extract, consolidate and disseminate best practices and facilitate exchanges of experience.*
- *Take initiatives for publications and other visibility activities.*

+ POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas linked to the job purpose.*
- *Contribute to relevant sector analyses.*
- *Support the Head of Cooperation on development policy issues, especially in relation to economic and private sector development.*

Job requirements

Experience"

+ KNOWLEDGE MANAGEMENT & ECONOMY

Job-Related experience:at least 2 years

Qualifier:essential

Experience of EU project cycle management; experience of management of EU development projects and programmes; knowledge and work experience in the field of macro-economic analysis, economic policy and development, private sector development, finances and investment climate; work experience in developing countries; experience with or knowledge of the European Union and understanding of the broad spectrum of European Commission policies and working areas.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

Knowledge

- *CLIMATE, ENVIRONMENT and NATURAL RESOURCES*
ECOLOGICAL NATURAL RESOURCE EFFICIENCY
Sustainable development
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
EU External Assistance policies
EU External Assistance instruments
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to chair meetings
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *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:

During the course of posting, the Appointing Authority may decide to move the place of posting from Yangon to Nay Pyi Taw.

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:

Candidates should be fully aware of the local living conditions, especially those with family and children.

Other

Comments: