



## EUROPEAN COMMISSION

### Job Description Form

Job description version7 (Approved)  
Job description version202443 in INTPA.C.2.DEL.Burma/Myanmar.002  
Valid from01/09/2022until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - External Relations

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Acting under the authority of the Head of Delegation and the Head of the Cooperation , the job holder will be will be working at the EU Delegation in Yangon.He/She will have particular responsibility for planning, management, and co-ordination of the EU's development portfolio in Myanmar related to activities undertaken to support peace building and the humanitarian-development-peace nexus, incl. relevant communication efforts.

**Legal disclaimer**

## Functions and duties

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to full project cycle management, and in particular to the Design, Supervision and Monitoring of development interventions, in the area of the humanitarian/development/security nexus, incl. social cohesion, peace processes, migration, human rights, and other*
- *Contribute to all aspects of the procurement process including drafting Terms of Reference, launching tenders, participating in the evaluation of co-operation call for tenders bids and proposals*
- *Support the Delegations communication coordinator and provide quality inputs to communication efforts (speeches, social media, other)*

### + REPRESENTATION, NEGOTIATION and PARTICIPATION

- *To participate in the Delegation and the Commission services meetings, working groups, committees or other coordination events*
- *To develop and maintain close contacts with relevant Ministries, representatives of regional organisations, with the EU Member States and industry associations, as well as NGOs and CSOs*
- *To inform and advise on policy dialogue with Government and other stakeholders*

### + POLICY DEVELOPMENT

- *To observe, monitor and report regularly and in timely fashion to the EU Delegation in Yangon and Headquarters, on activities, as well as in response to any specific requests*
- *Contribute to regular Delegation reports and briefings*
- *Monitor and report on the economic and financial context in Myanmar, including developments in the area of the humanitarian/development/security nexus*

### + INTERNAL COMMUNICATION (general)

- *Observe, monitor and report regularly and in timely fashion to hierarchy on trade and economic related assistance, as well as in response to any specific requests*
- *Contribute to regular Delegation reports, reporting on economic, public financial management, private sector, trade reform and rural development issues.*

### + EXTERNAL COMMUNICATION (general)

- *Contribute to the preparation of workshops, seminars, conferences and other public events*
- *Extract and disseminate best practices and facilitate exchange of experiences*
- *Contribute to the production of publications and other visibility materials*

## Job requirements

### Experience"

#### + INTERNATIONAL RELATIONS (generic), PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: essential

Experience of EU project cycle management; Experience of managing programmes related to the humanitarian/development/security nexus; Work experience in EU delegations in developing countries; Experience of managing grant contracts and/or projects in indirect management. Thorough knowledge of English and satisfactory knowledge of a second Community language.

### 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  
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
- 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

<b>Job Environment</b>
------------------------

### **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:**

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

**Other****Comments:**

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