



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version245651 in *INTPA.C.DEL.Afghanistan*
Valid from01/09/2022until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Agriculture and Rural Development

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

AGRICULTURE

Sensitive job

No

Overall purpose

Advise on and manage, under the overall guidance of the Head of Cooperation and the direct supervision of the Team Leader, the formulation and implementation of programmes and projects in the thematic areas of agriculture, agribusiness, livelihoods, rural development, natural resources management and food security.

Functions and duties

+ POLICY DEVELOPMENT

- Support and contribute to policy dialogue at technical level with relevant stakeholders, including departments of the Afghanistan de facto authorities, implementing partners, financial institutions, other donors, civil society and private sector organisations.
- Contribute to sector analysis and to the elaboration and adjustment of intervention strategies.
- Contribute to the regular reporting by the Delegation.

+ GENERAL PROGRAM MANAGEMENT

- Contribute to the programming, identification, appraisal and formulation of new programmes and projects.
- Assist in all aspects of the procurement process (drafting TORs, launching tenders, evaluation and selection of offers, etc.).
- Ensure the monitoring of programme and project implementation and the performance of implementing partners, including adherence to contractual obligations (via periodic reviews, audits, reporting, etc.).
- Contribute to the evaluation of programmes and projects.
- Encode entries in relevant IT applications (ie ARES/CRIS/ABAC/OPSYS) accurately and comprehensively and/or conduct the quality checks to ensure accuracy and comprehensiveness of data entered. Give the "operational visa" on any document where required.
- Deal with horizontal activities, consultation and networking aspects of programmes / projects. Report on progress of implementation and related developments, events and meetings. Ensure that gender equality and women empowerment, youth and the interests of vulnerable groups (ie people with disabilities, displaced people and ethnic minorities) are adequately reflected in programmes / projects.

+ INSTITUTION REPRESENTATION and NEGOTIATION

- Contribute in maintaining good and effective contacts with implementing partners, with the de facto authorities, and with representatives of Member States, with representatives of donors and other stakeholders.
- Prepare and assist visiting missions from Headquarters.

+ EXTERNAL COMMUNICATION (general)

- Contribute in the preparation and dissemination of results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange of experiences.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT, AGRICULTURE

Job-Related experience: at least 2 years

Qualifier: essential

Previous experience in a similar role as well as working experience in Afghanistan, in the region or in another conflict-affected area is advantage.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to present issues to an audience
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Conscientiousness
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Perseverance
Stress resistance
- *Working with Others*
Ability to work in a team
Confidentiality

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:

Current evacuation level 3. Post based in Brussels until further review. 4 weeks missions to Kabul.

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:

The Cooperation Section of the Delegation is managed by a Head of Cooperation and 3 Team Leaders. 14 expatriate colleagues staff the Section. A number of Local agents will be hired in 2022/2023.

Other

Comments:

- No-family posting - Living and working on secured compound - Movement restrictions due to security situation