



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Approved*)  
Job description version317165 in *INTPA.C.3.DEL.China.007*  
Valid from01/04/2023until

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer - Programmes and Projects

##### **Domains**

###### **Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

###### **Intermediate domain**

###### **Specific domain**

##### **Sensitive job**

No

##### **Overall purpose**

Under the authority of the Head of Delegation (HoD) and the direct supervision of the Head of Cooperation (HoC) and the Team Leader (TL), the jobholder provides support to the EU's engagement with China in the area of international partnerships. It includes to manage projects and programmes funded by the EU in China; to contribute to the strategic planning and coordination of EU assistance at national and regional levels; to support and contribute to sectors and policies analysis and dialogues in specific areas pertaining to the EU Cooperation agenda on Rule of Law, Good Governance, Sustainable Growth and Development, as defined in the Cooperation section organigram.

## **Functions and duties**

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in countries/programmes covered by the EU Delegation to China.*
- *Assist with all aspects of the procurement process (drafting Terms of reference (TORs), launching tenders, etc.);*
- *Monitor on-going projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed;*
- *Contribute to the evaluation of projects;*
- *Maintain contacts with with other donors*
- *Give the "Initiating Operational Visa" on any document where required: Visa 'Gestope' at all times and Verifying Operational Visa 'Respope' when required in the absence of Team Leader of the Cooperation Section*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects;*
- *Assist in 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.).*
- *Deal with horizontal activities, concertation and networking aspects of the programmes and projects.*

### **+ REPRESENTATION, NEGOTIATION and PARTICIPATION**

- *Maintain close working relations with relevant national authorities, Member States representatives, and relevant organisations/institutions.*
- *Develop partnerships with the UN agencies, other institutions.*
- *Participate in donor assistance group meetings and act as a focal point for overall coordination with partners in relation to projects and programmes as well as on relevant thematic issues.*
- *Prepare and assist in missions from Headquarters.*

### **+ POLICY DEVELOPMENT**

- *Contribute to the process of preparing cooperation strategy papers and programming reviews, in particular regarding the policy agenda and priorities of the countries and regions covered by the Delegation; the analysis of opportunities and challenges and the information on policies and programmes of EU MS and other programmes.*
- *Contribute towards the definition of EU positions*
- *Provide advice on policy issues*
- *Contribute to sector analysis and to the definition of policy priorities and sector strategies in projects and programmes documents, in Country Strategy Papers, Multi-annual National/ Regional Indicative Programmes.*
- *Contribute to annual reviews and mid-term reviews.*
- *Observe, monitor and report, regularly and in timely fashion (including early warnings on potential disputes, to Headquarters on sectoral issues, as well as in response to any specific requests.*

### **+ EXTERNAL COMMUNICATION (general)**

- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events*
- *Extract and disseminate best practices and facilitate exchange of experiences.*
- *Contribute to the production of publications*
- *Give presentations of EU activities*

## Job requirements

### Experience"

#### + INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 5 years

Qualifier:desirable

Working experience in a relevant sector

#### + BUSINESS MANAGEMENT and PLANNING

Job-Related experience:at least 3 years

Qualifier:essential

It is recalled that the requirement refers to the experience necessary to perform this specific position without prejudice to the minimum experience required in official competitions for similar positions.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	A1	A1	A1	A1	A1
English	C1	C1	C1	C1	C1

### Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING  
PROCUREMENT and CONTRACT MANAGEMENT  
Rules and procedures concerning calls for proposals, calls for tenders, contracts,  
task letters  
Calls for proposals and evaluation/selection process  
Rules and procedures relating to the preparation of contracts*
- *EVALUATION and QUALITY MANAGEMENT  
EVALUATION*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT  
PROJECT MANAGEMENT  
Project monitoring methods and techniques*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT  
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- *INTERNATIONAL RELATIONS (generic)  
EXTERNAL RELATIONS  
INTERNATIONAL COOPERATION and DEVELOPMENT  
AID COOPERATION*

## Competences

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*  
*Inquiring mind*
- *Communicating*  
*Ability to communicate in meetings*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Capacity to present issues to an audience*  
*Drafting skills*  
*Feel at ease in public*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Working with Others*  
*Ability to work in a team*  
*Diplomatic skills*  
*Knowledge sharing*  
*Sociability skills*

## Job Environment

### Organisational entity

#### Presentation of the entity:

Unit INTPA C.3 is responsible for EU cooperation with East Asia and the Pacific and the preparation and coordination of regional programmes in Asia and the Pacific which are managed both at central level and in delegations as well as blending and other financial instruments. Unit INTPA C.3 counts approximately 22 staff organised in three sectors.

### 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:

**Other**

Comments: