Job Description for Group 1. Economist / Project Officer – Economic and Social Development section

Employer

EU Delegation	Delegation of the European Union to Barbados, the Eastern Caribbean States, the OECS and CARICOM/CARIFORUM
Location	Hastings, Christ Church

Job description

Group	1
e-Del-HRM and Sysper2 references	e-DEL-HRM post Nr 49286 / Sysper 2 Post Nr 142876
Position in the organisation chart	Cooperation (Economic and Social Development)
Reporting relations/responsibilities	Will report to the Team Leader
Working hours	37.5 hours
Working environment/conditions	International and multi-cultural environment. Travelling is required.
Job objective	Follow, analyse and report on macro-economic conditions and public finances of the following countries and territories: Antigua and Barbuda, Barbados, Dominica, Grenada, St. Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines; Anguilla, British Virgin Islands and Montserrat Design, manage, coordinate, monitor and evaluate international development programmes financed under various EU financial instruments and aid delivery methods.
Main Tasks	• Follow closely developments in the area of economic development and other related topics; analyse and report on public finances including on progress in public financial management (PFM) reforms by the Governments of the above mentioned countries and territories. • Maintain good and effective contacts with the relevant national authorities, and other international and local operators and stakeholders in the field. • Perform all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating offers, preparing contracts, etc.) when foreseen in the implementation of EU funded cooperation projects. • Manage EU funded cooperation projects in the CARIFORUM region (i.e. attend project steering committees, chair monitoring meetings, elaborate progress reports and propose action if and when needed). • Coordinate the monitoring and evaluation of EU funded cooperation projects. • Ensure coordination and cooperation with other international donors and EU Member States active in Barbados, the Eastern Caribbean and the wider Caribbean region.
	EXTERNAL COMMUNICATION (general) - Communication and Visibility • Presentation of EU policies and activities • Participate actively in the EU Delegation's visibility and communication activities
	POLICY ANALYSIS - Sector analysis, strategy formulation and programming • Prepare and foster policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders. • Contribute to sector analysis and the formulation of sector strategies, country strategy papers, national indicative programmes (CSP, NIP, etc.). • Contribute to programme identification and formulation in close cooperation with the beneficiary institution(s) in Barbados, the Eastern Caribbean and the wider Caribbean region. • Contribute actively in the Delegation's reporting: e.g. External Assistance Management

	Report, Annual Management Plan, financial forecasts.
	INSTITUTION REPRESENTATION and NEGOTIATION • Ensure effective operational coordination with Member States in the Economic area. • Participate in, and if needed chair, donor assistance group meetings and act as a focal point for overall coordination with various donors in the Economic area. • Officially represent the EU in formal events. • Perform the thematic and/or geographical focal point as requested. • Contribute to briefings and speeches as requested.
Personal skills	• Excellent analytical skills. • Excellent leadership, interpersonal and communication skills. • Willingness to work in a team
Specific physical requirements (if any)	N/A

Job specifications

	Compulsory requirement	**Asset**
Qualifications	University degree in Economics	MSc. degree in Economics
Professional experience	At least five years of relevant work experience, preferably with an international organisation or aid donor	Knowledge of EU Budget Support (Programme/Policy based approach)
Knowledge of languages	Fluent written and oral ENGLISH (EN);	
Knowledge of IT tools	Excellent computer skills regarding widely used email, word editing, spreadsheet and presentation software applications, e.g. MS-Office or equivalent	