Job Description for Group 1. Project Officer

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: 54185; Sysper2 post Nr: 204018
Section in the organisation chart	Cooperation (Regional Cooperation and Trade)
Next hierarchical superior (who to report to)	Team Leader
Working hours	37.5 hours
Working environment/conditions	International and multicultural environment Travelling is required
Job objective	Design, manage, coordinate, monitor, and evaluate regional cooperation and trade related programmes financed under various EU financial instruments and aid delivery methods. Follow, promote, implement, analyse, and report on European Union's (EU) International Development policies.
Main Tasks	***PROGRAM/PROCESS/PROJECT MANAGEMENT - Project Cycle Management*** • 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 projects. • Analyse project-related reports and ensure operational/ administrative tasks associated to payments. • Keep internal financial and technical monitoring and evaluation updated including internal systems • Participate in audits as necessary • Ensure timely closure of contracts and projects • Maintain good and effective contacts with the relevant national authorities, and other international and local operators and stakeholders in the field. • Ensure coordination and cooperation with other donors and EU Member States active in Barbados, the Eastern Caribbean and the wider Caribbean region ***EXTERNAL COMMUNICATION (general) - Communication and Visibility*** • Present EU policies and activities • Participate actively in the 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 in all areas of concern ensuring adequate aid effectiveness. • Analyse and monitor the implementation of the Economic Partnership Agreement signed between the EU and CARIFORUM, and in particular its cooperation chapter. • Lead sector analysis and the formulation of sector strategies, and regional and national strategy papers particularly in the area of regional cooperation and trade • Coordinate the formulation of multiannual national and regional programming of EU development cooperation interventions; • Ensure 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, forecasts. • Ensure excellent collaboration with all other sections

	INSTITUTION REPRESENTATION and NEGOTIATION • Ensure effective operational coordination with Member States, and be responsible for on-the-spot aid coordination. • Participate in and chair donor assistance group meetings and act as a focal point for overall coordination with various donors. • 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, Management, Public Sector Management, Law, or equivalent	A Master's degree or above in International Trade or a related area
Professional experience	At least five years of relevant work experience, preferably with an international organisation, aid donor, or public sector funded programmes/projects	Experience in managing programmes/projects in the area of trade Basic knowledge of procedures of the European Union
Knowledge of languages	Fluent written and oral ENGLISH (EN). Knowledge of French is an advantage.	
Knowledge of IT tools	Excellent computer skills regarding widely used email, word editing, spreadsheet and presentation software applications, e.g. MS-Office or equivalent.	