EUROPEAN COMMISSION
Job Description Form

Job description version 2 (Active)
Job no. 218733 in DEVCO.D.1.DEL.Zambia.002
Valid from 22/08/2017 until

Job Holder
Name

Job Profile
Position
CONTRACT AGENT FGIV

Job title
International Aid / Cooperation Officer

Domains
Generic domain
EXTERNAL COOPERATION and DEVELOPMENT
Intermediate domain
Specific domain
REGIONAL POLICY (EU/national level)

Job Family
External and Inter-Institutional Relations

Sensitive job
No

Overall purpose
Under the supervision of the Team Leader, to contribute to the implementation of the Eastern Africa-South Africa-Indian Ocean (EA-SA-IO) regional strategy for the Common Market for Eastern and Southern Africa (COMESA) sub-region, including policy dialogue and coordination as well as preparation, monitoring, implementation and evaluation of programmes.
Functions and duties

+ POLICY ANALYSIS - Policy Analysis and Advice
  • To support and contribute to sector analysis and policy dialogue with COMESA, Cooperating Partners and other relevant stakeholders in the field of regional integration and trade facilitation.
  • To monitor and report regularly on issues related to Regional co-operation, trade facilitation and trade related assistance.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Programme Cycle Management
  • To contribute to the programming, identification and appraisal of regional cooperation projects in close cooperation with the beneficiary regional organisation (COMESA) in the areas covered by the COMESA Sub-envelope (i.e. regional economic integration and capacity development).
  • To ensure technical, administrative and financial monitoring and follow-up of on-going regional projects/programmes, attend technical and steering meetings, and propose action if and when needed.
  • To contribute to the evaluation of projects, including drafting Terms of Reference, contribute of the selection of evaluation teams and managing evaluation contracts.
  • To assist with all aspects of procurement processes (drafting Terms of Reference, launching tenders, etc.) and to ensure timely closure of commitments and programmes as well as initial verification of payments request in close collaboration with the Finance and Contract Section.
  • To ensure the quality of the data encoded in the Internal Information System (CRIS).
  • To maintain regular contacts with other cooperating partners active in the COMESA region and with other EU Delegations in the region.

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Other duties
  • To develop further and maintain good and effective contacts and networks with the COMESA Secretariat, Cooperating Partners and other relevant stakeholders.
  • To participate in relevant COMESA and Cooperating Partners technical meetings and represent the Delegation.
  • To participate in regional coordination activities and meetings, involving COMESA and other Regional Economic Communities (RECs) and relevant EU Delegations.
  • To prepare and assist in missions from EU Institutions (including the Commission Headquarter) and when necessary Member States.
  • To inform third parties on the Delegation's activities in the concerned fields when required.

+ INTERNAL COMMUNICATION (general) - Internal and External Communication - Coordination and Consultation
  • To participate actively in the Delegation’s regular and ad hoc reporting to HQ, including providing inputs for the Annual Management Plan, the External Assistance Management Report (EAMR) and project fiches.
  • To produce and disseminate the impacts and results of projects at workshops, seminars, conferences and other public events.
  • To consult and involve other sections of the Delegation when required, including the Press and Information Section on relevant matters.
  • To follow social media and participate in the Delegation social media outreach.
  • To contribute to the good visibility of EU-COMESA development relations and to the production of Publications.
Job requirements

Experience
Job-Related experience: at least 5 years
Qualifier: desirable
Candidates should have an educational background in Economy, Trade, Business Administration, Development Studies or any other field relevant to the tasks to be performed.
Experience in Project Cycle Management and procedures of the European Development Fund.
Working experience in a developing country. Previous experience in regional co-operation and previous experience in Delegation would be an advantage.

Languages

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<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
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Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - **BUDGET and FINANCE**
    - Financial regulation and procedures
    - Projects - financial aspects
    - European Development Fund (EDF) - financial aspects
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - **SPECIFIC PROJECT/PROCESS MANAGEMENT**
    - PROJECT MANAGEMENT
- **IT TOOLS for SPECIFIC APPLICATION AREAS**

Competences

- **Analysing and Problem Solving**
  - Capacity to analyse and structure information
- **Communicating**
  - Ability to understand and be understood
  - Drafting skills
  - Negotiation skills
- **Prioritising and Organising**
  - Capacity to deliver in a structured way
- **Resilience**
  - Stress resistance
- **Working with Others**
  - Ability to work in a team
  - Sociability skills
- **Leadership**
  - Capacity to allocate tasks and organise work

Job Environment

Organisational entity

Type:
Size:
Gender balance (within the entity):

Comments:

Presentation of the entity:
The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments

Job related issues

[ ] Atypical working hours

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: