EUROPEAN COMMISSION
Job Description Form

Job description version2 (Active)
Job no.245468 in DEVCO.H.DEL.Bangladesh
Valid from 10/05/2017 until

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<th>Job Holder</th>
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<th>Job Profile</th>
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<td>Position</td>
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<td>Job title</td>
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<th>Job Family</th>
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<td>External and Inter-Institutional Relations</td>
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<th>Sensitive job</th>
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<table>
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<th>Overall purpose</th>
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<tr>
<td>To contribute to the conception, elaboration and implementation of development cooperation strategies and programmes in the area of Education and Human Development/Health. To carry out the implementation and related follow-up for a set of projects, including budget support operations. To contribute to the technical orientation and development of relevant programmes and policies, including through specific inputs and preparation work for the sectoral policy dialogue at technical level. To facilitate the coordination of the full range of cooperation activities related to the Education sector and Human Development/Health between Bangladesh and the EU</td>
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Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Delegation’s project cycle management

- Supervise and carry out all tasks in all phases of the project cycle including: identification, appraisal, preparation of Financing Proposals and Agreements * preparation of calls for proposals and tenders, shortlists and award of contracts * approval of annual work plans * follow up on implementation, including BS disbursement files preparation, monitoring, evaluation and audit * dissemination of results.
- Help in seeking constructive solutions when procedural/administrative/logistical obstacles or problems arise that may impede the efficient and effective functioning of the section.
- Maintain contacts with other donors active in Bangladesh.
- Encode entries in CRIS accurately and comprehensively and/or conduct quality checks (e.g. accuracy and comprehensiveness) of date entered in CRIS and apply appropriate visas.

+ EXTERNAL COMMUNICATION (general) - Communication relating to programme and projects

- 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, and contribute to the visibility of the EU, its programmes and policies.
- Ensure effective operational coordination with the EU Member States, and be responsible for on-the-spot aid coordination in the area of work.
- Participate in donor assistance group meetings and act as a focal point for overall coordination with the World Bank, the International Monetary Fund (IMF), the United Nations (UN) agencies, the European Investment Bank (EIB), etc.
- Support policy dialogue at technical level with all relevant ministries, agencies, donors and with civil society groups with relevance in particular to the Education and Human Development sector. These groups would include the research community, professional and user associations, NGOs and private entrepreneurs.

+ TECHNICAL ANALYSIS and ADVICE - Technical Analysis and Advice

- Participate in policy level discussion to ensure consistency and convergence of EU programmes with the Bangladesh Government plans and programs.
- Play an active role in the definition of strategy and policies in the Education and Human Development area, on the basis of the role defined for the Delegation and of the work programme for the Directorates General or Directorates that the Delegation mainly relates to.
- Keep up to date with the intensive analytical work, which is carried out in relation to the Education sector in Bangladesh and process this information for the use of the Delegation and other relevant institutions.

+ DG- or SERVICE-INTERNAL MANAGEMENT and COORDINATION - Co-ordination and Consultation

- Participate at inter-section co-ordination meetings.
- Consult and involve other sections of the Delegation when required.
- Maintain the contact and support the exchange of experience with professionals in the relevant Directorates and other Delegations.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Budget, Finance & Contracts

- Verify the financial and budgetary aspects of projects and/or programs carried out.
- Prepare and assist in negotiating contracts.
- Monitor the financial expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.
- Provide the required information for audit and control by Commission services or the European Court of Auditors.
Job requirements

Experience

Job-Related experience: at least 3 years
Qualifier: essential
Experience in Education sector development including project cycle management. Previous Experience in a Development Organisation or NGO supporting education, preferably in Asian countries would be considered as a valuable asset.

Languages

<table>
<thead>
<tr>
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<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
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<td>A2</td>
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Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - **BUDGET and FINANCE**
    - Budgetary rules and procedures
  - **PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
    - CONTRACT MANAGEMENT
- **EVALUATION and QUALITY MANAGEMENT**
  - **EVALUATION**
    - Impact of policies, legislation or programmes
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - **SPECIFIC PROJECT/PROCESS MANAGEMENT**
    - Project monitoring methods and techniques
- **COMMUNICATION and PUBLICATION**
  - **MISSIONS, MEETINGS and VISITS (incl Protocol Service)**
    - Missions, seminars, meetings (budgetary aspects)
- **POLITICS (general)**
  - **EU institutions**
Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Communicating
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
  - Drafting skills
  - Negotiation skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Quality & process management abilities
  - Financial management skills
  - Pragmatism
- Working with Others
  - Ability to work in a team
  - Knowledge sharing
- Leadership
  - Ability to lead a team
  - An awareness of and attentiveness to individual differences

Job Environment

Organisational entity

Type: Delegation / Representation
Size: more than 25
Gender balance (within the entity): balanced team

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

[X] 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: