EUROPEAN COMMISSION
Job Description Form

Job description version 2 (Approved)
Job description version 322904 in INTPA.C.1.DEL.Iraq.002
Valid from 01/09/2022 until

Job Holder

Name

Job Profile

Position
CONTRACT AGENT FGIV

Job title
Programme Officer - Iraq

Domains

Generic domain
INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain
ECONOMIC COOPERATION

Specific domain
AID COOPERATION

Sensitive job
No

Overall purpose
The job holder, under the supervision of the Head of the Cooperation (based in Baghdad), will be requested to manage development projects and programmes mainly but not exclusively in the fields of governance, migration and displacement, as well as justice sector reform, funded through the Development Cooperation Instrument (DCI and NDICI) and EU thematic programmes. The job holder will also be required to contribute to relevant policy dialogue activities with national authorities and coordinate with EU Delegation colleagues, Member State representatives and other key stakeholders. In addition, the job holder may also be requested to contribute to briefings, reporting and to the management of projects under other EU instruments, particularly (but not only) in related fields such as recovery, human and social development, civil society and so on.
Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT
  • Contribute to the preparation of Commission decisions on EU assistance to Iraq in the priority sectors listed above, by providing analysis, proposals, reports and appraisals, elaborated in close co-ordination with the Iraqi authorities, international donors, International Organisations (United Nations (UN) agencies, World Bank, others), international and local NGOs, and other stakeholders and actors involved in the Iraqi reconstruction process.
  • Contribute to all aspects of the Project Cycle Management (PCM): identification, formulation, up to assessment.
  • Contribute to all aspects of the procurement process relating in particular to the bilateral components of EU assistance to Iraq (identification and selection of projects, drafting Terms of Reference, launching and evaluating tenders and/or calls for proposals, award of contracts, etc.).
  • Ensure the supervision and follow-up of the project implementation process and the performance of project managers and partners.
  • Monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.), gather and handle external expertise.
  • Establish and maintain good and effective contacts and collaboration with the Iraqi authorities and institutions, representatives of EU MS, int'l donors, int'l organizations, NGOs and other external partners, and/or interlocutors involved in the Iraqi reconstruction process. The PM will also attend external fora (UN, WB or other int'l org.) where the Commission is present for development assistance to Iraq.

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
  • Ensure proper communication / visibility of projects / actions / trust funds progress to stakeholders: Iraq, EU or regional institutions, EU Member States, other cooperation partners, relevant other actions, civil society organisations, academia, etc.
  • Evaluation of projects / actions / trust funds: drafting terms of reference for evaluators under the framework contract; manage the publication of these terms of reference; support in the contracting and management of the consultants; report on debriefing meetings.
  • Organise, make presentations, and respond to questions during information sessions or following written requests for clarifications.

+ EXTERNAL COMMUNICATION (general)
  • Production and dissemination of the results of projects at workshops, seminars, conferences and other public events, or through social media and website.
  • Extracting and disseminating best practices and facilitate exchanges of experience.
  • Contribute to the production of publications and other visibility materials.
  • Preparation of joint visibility efforts; prepared, implemented, contracted or coordinated by the EU Delegation.

Job requirements

Experience

+ INTERNATIONAL RELATIONS (generic)
  Job-Related experience: at least 3 years
  Qualifier: essential
  In consideration of the particular environment where the colleague will be working, previous field experience in a EU Delegation or in other international organisations / development actors preferably in countries with difficult living conditions is highly desirable. Previous experience in/ with the Middle East region (in particular Iraq) will be considered as a strong advantage. Knowledge of Arabic constitutes an asset but it is not a requirement.

Languages

03/06/2022
Listening  Reading  Spoken interaction  Spoken production  Writing
English  C1  C1  C1  C1  C1
Arabic  A1  A1  A1  A1  A1

Knowledge

- PROGRAM / PROCESS / PROJECT MANAGEMENT
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
- COMMUNICATION and PUBLICATION
  - EXTERNAL COMMUNICATION (general)
- INTERNATIONAL RELATIONS (generic)
  - INTERNATIONAL COOPERATION and DEVELOPMENT
    - Development and external co-operation issues
    - Cooperation and development aid

Competences

- Analysing and Problem Solving
- Delivering Quality and Results
- Learning and Development
- Prioritising and Organising
- Resilience
  - Stress resistance
- Working with Others

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

[X] Atypical working hours
[ ] Specialised Job

Missions

[X] Frequent, i.e. 2 or more missions / month
[ ] Long duration, i.e. missions lasting more than a week

Comments:
Offices and accommodation of the Delegation are located for the moment in the same UK compound. Frequent missions inside Iraq might be needed. Missions and any movement outside International zone require a high level of security protection.
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:
The job holder will work in Baghdad where high level of security is required. The Delegation is located in the international zone (Green Zone) but most of the counterparts are based outside the protected ("Green") zone. Most of the meetings are expected to require high security precautions.

Other

Comments:
The candidate is invited to consider carefully the living conditions and security situation in Iraq. Before taking up her/his duties, the selected candidate will have to complete a Hostile Environment Awareness Training (HEAT) course.