

Vacancy notice: Programme Officer – EU Delegation to Syria - NEAR B1 – Middle East

Job description type: Programme Officer for EU Development Assistance to Syria – GFIV – Sysper N° 260156

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy. The EU Delegation to the Syrian Arab Republic has suspended its bilateral cooperation with Syria since 2011. Nonetheless, in order to support the Syrian population, the EU is both responding to the huge humanitarian needs and trying to increase the resilience of the population to the on-going conflict, in a way that avoids further fragmentation of the country and takes into account the root causes of the conflict, in order to already prepare the ground for bringing the country together, socially and institutionally, when conditions will allow. While providing our support to the Syrian population affected by this internal conflict, we also try to promote unified and coherent approaches in the way EU MS, but also other like-minded donors, provide their support. To deliver on the above, frequent missions ensure a continuous team presence in Damascus and regional hubs used for the response to the Syrian crisis. Nonetheless, until the Delegation will restart a full-fledged presence in Damascus, the office is located in Beirut in the same premises as the EU Delegation to Lebanon.

We propose

A position as Programme Officer for the delivery of EU Development Assistance to Syria, to work in a dynamic and motivated team in a very complex political environment, requiring a high degree of responsiveness, pro-activity, commitment, and oversight (vis-à-vis implementing partners). The job necessitates intense cooperation with a wide range of partners inside the EU who are involved in the response to the Syrian crisis, and with a wide range of interlocutors in all the hubs from which assistance responses are steered and implemented.

Under the supervision of the Head of Cooperation:

The Programme Officer will contribute to the definition and implementation of EU-funded assistance managed by the Operations Section of the EU Delegation to Syria. The main emphasis of the job is on action that could a) help mitigate the impact of the crisis on the Syrian people; and b) provide the basis for peaceful and inclusive post-conflict recovery. The portfolio covered by the Officer shall cover in particular protection issues (returns of refugees / IDPs, house land and property rights, etc.), Human rights and/or transitional justice, and be

the focal point for the relations with UN family (covering joint-programming, multi-donor trust funds, post-agreement planning work, recovery and peace-building assessments, etc.). This may evolve; Flexibility is important. In the areas of her/his responsibility, s/he will also be asked to provide analytical inputs on a regular basis for the EU to better align its assistance to Syria to the evolution of the conflict in line with EU Strategy for Syria and the EU parameters for engagement.

We look for

A highly motivated candidate, with a proven track record in external cooperation and preferably experience of conflict/post-conflict countries. The candidate should, in addition have:

- Excellent analytical and negotiation skills;
- Sound political judgment;
- Very good communication skills, including excellent drafting skills in English ;
- Strong interpersonal skills and capacity to coordinate and work with others;
- Capacity to work autonomously with a strong sense of teamwork (i.e. maintaining fluent communication channels with the rest of team);
- Strong organisational skills;
- Project Cycle Management experience (familiarity with EC programming and contracting procedures will be considered a plus);
- Ability to deliver under pressure due to the importance of the file, heavy and sensitive workload, and difficult working conditions.

The jobholder will be part of a young, dynamic and enthusiastic team. Although the work to be carried out by the team is challenging, this provides the opportunity to work in a stimulating and cooperative atmosphere that proves extremely rewarding both professionally and personally.

Knowledge of the context would be an asset.

Working languages: the ability to operate fluently in English is essential. Understanding of Arabic would be an asset. Knowledge of French is important.

Recruitment policy

DG NEAR promotes equal opportunities for all and follows best practice in its selection and recruitment procedures to ensure a diverse and gender balanced workforce. In case of equal merit, preference will be given to the gender which is underrepresented.

If you wish to apply, please send a motivation letter (max 1 page), your CV (preferably in pdf format) by email to DELEGATION-SYRIA-HOC@eeas.europa.eu before the end of 6 July 2018 with a clear reference to this Vacancy notice.

The appointment will be made in line with a policy of equal opportunities and be subject to

prior favourable opinion of the Medical Service.

Only the candidates pre-selected will be contacted, for interviews to be held during July 2018.

Contacts:

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Duccio BANDINI

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Address for applications and CV to be sent to: DELEGATION-SYRIA-HOC@eeas.europa.eu



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job no.260156 in *NEAR.DGA2.B.1.DEL.Syria.003*
Valid from 22/06/2018 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Job Family

Programmes and Projects

Sensitive job

No

Overall purpose

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Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project Management

- *Contribute to the preparation of programming documents, including indicative programmes or special measures as applicable.*
- *Contribute to the identification and formulation of EU programmes and projects and the submission of high quality document for the Quality Review processes (Decisions, Action Documents) in the area under his/her responsibility. This includes defining intervention strategies, objectives, management arrangements, planning of schedules, tasks, deliverables and priorities.*
- *Assist in all aspects of the procurement (drafting ToRs, tender dossiers, Call for Proposals, negotiated procedures, etc.), contracting and payment processes including giving the "conforme aux faits" / operational initiation visa.*
- *Assist EU funded projects and programmes achieving their objectives as defined in their respective log frames and ensure compliance with respective Financing Decisions (and Financing Agreements when applicable), by ensuring the delivery of the expected results as well as the valorisation of their outcomes.*
- *Contribute to the monitoring of projects' activities against the plan, including costs, time scales and use of resources, and take action in case of deviations. This includes providing and/or revising status and progress updates, carrying out quality controls, risk analysis and review of deliverables depending on the evolving situation on the ground.*
- *Contribute to evaluations and audits of EU funded projects and programmes in close cooperation with the relevant counterparts and to ensure that recommendations are followed-up and ensure that EU funded projects and programmes follow sound programme and financial management and that information is accurate, comprehensive and up to date in CRIS/ABAC/MIS as well as in the follow up tools developed by the section.*

+ EXTERNAL RELATIONS - Aid Coordination

- *Coordinate EU-funded projects and programmes with all relevant actors and stakeholders in the sectors under her/his portfolio, including EU Member States, other donors, UN organisations, IFIs, NGOs, private sector and governmental authorities (where applicable).*
- *Ensure coherence with the Aid Effectiveness Agenda and EU backbone strategy including promoting - where feasible - the use of joint programming and joint reviews with EU Member States and other donors.*
- *To ensure a coordinated and coherent approach in linking relief, rehabilitation and development (LRRD), with emphasis on the Joint Humanitarian Development Framework and the EU approach to resilience in conflict-affected contexts.*
- *Support, when required, the Head of Section in dealing with horizontal activities in terms of coordination, concertation and networking aspects related to DG NEAR work in Syria.*

+ POLICY DEVELOPMENT - Policy Development

- *Contribute to policy dialogue in areas of EU assistance under his/her responsibility.*
- *Contribute to sector analysis as required, as well as to any other briefing that might be requested by HoS, HoD or HQs.*
- *Contribute to post-agreement planning processes including damage needs assessments, post-conflict recovery and peace-building assessments, in close collaboration with relevant stakeholders.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Reporting

- *Contribute to the reports by the Delegation, including the External Assistance Monitoring Report (EAMR)*
- *Ensure that information on each project is updated in CRIS with the relevant reports as well as in the relevant shared folders, dashboards, sector fiches, matrixes, mapping, briefings etc.*
- *Maintain fully updated information on the partners and geographical areas of intervention of the projects under her/his responsibility and report promptly of any changes occurring.*
- *Prepare succinct high quality reports as requested.*

+ EXTERNAL COMMUNICATION (general) - External Communication and Visibility

- *Contribute to explain the objectives and rationale of EU-funded assistance in Syria, particularly in the sectors under her/his responsibility*
- *Assist in increasing the visibility of EU-funded projects and programmes in Syria, through the valorisation of their outcomes and achievements - if and when appropriate.*
- *Ensure that all EU funded projects and programmes have agreed communications plans based on EU visibility guidelines and/or on an ad hoc plan agreed for the specific action, and to monitor their implementation.*
- *Disseminate best practice and facilitate the exchange of experiences.*

+ EXTERNAL RELATIONS - External relations

- *Maintain contacts with partners and stakeholders and coordinate / participate in knowledge sharing networks.*
- *Maintain good and effective contacts with local operators in the field, NGOs and other local non-official interlocutors, with national authorities and institutions (if applicable),*
- *Support the HoS in his representation/coordination/outreach duties with representatives of the diplomatic missions of the Member States and other donor representatives.*
- *Assist in the preparation and organisation of missions from Headquarters.*

Job requirements

Experience

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 5 years

Qualifier: essential

At least 5 years' experience of project management in a developing country is essential. This includes experience in the formulation and implementation of programmes / projects in the field.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

At least 3 years' of previous experience working in in a fragile, conflict-affected or post-conflict context is essential.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: desirable

Previous experience of at least 2 years working in any of the following sectors should be highlighted in the application and will be considered a plus: Protection issues (migration, refugees / IDPs, house land and property rights, civil documentation / registry, etc.), Human rights and/or transitional justice, PCNAs or Recovery and peace-building assessments (RPBAs), Damage needs assessments, Security and rule of law (incl. DDR processes), health.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: desirable

Previous experiences of at least 2 years working in a Delegation and/or managing EU-funded programmes / projects, including familiarity with EC procurement and contracting procedures should be highlighted in the application and will be considered a plus, including experience in setting up multi-donor trust funds or with Joint Programming with EU MS.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1
Arabic	A2	A2	A2	A2	A2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Public procurement and financial subsidies
Contracts definition and management
- **AUDIT, CONTROL and INSPECTION**
GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)
Methods and techniques
Reporting methods and techniques
- **EVALUATION and QUALITY MANAGEMENT**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
SPECIFIC PROJECT/PROCESS MANAGEMENT
PROJECT MANAGEMENT
Project contracts negotiation and monitoring
Project monitoring methods and techniques
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for OFFICE AUTOMATION

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Inquiring mind
- **Communicating**
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
- **Resilience**
- **Working with Others**
Ability to work in a team
Knowledge sharing

Job Environment

Organisational entity

Type:	Delegation / Representation
Size:	more than 25
Gender balance (within the entity):	predominance of women
Comments:	
Presentation of the entity:	

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:

The officer will be expected to carry out on average a mission per month to the places from where assistance operations are carried out (Damascus, Gaziantep, Amman). This might change once the team is relocated to Damascus and according to the distribution of tasks.

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:

Workplace: The EU Delegation to Syria is temporarily hosted in the premises of the EU Delegation to Lebanon, in Beirut. This leads to severe constraints in terms of work space. The incumbent will have to share his/her office space with other programme officers and/or Delegation staff, at least until a more suitable solutions is found.

Other**Comments:**

The jobholder will be part of a young, dynamic and enthusiastic team. Although the work to be carried out by the team is challenging and the workload extremely heavy, this provides the opportunity to work in a stimulating and cooperative atmosphere that proves extremely rewarding both professionally and personally.