

PROJECT OFFICER – EU POLICIES

Position Local Agent, functional group I, post no. 117312

Job title: Project Officer – EU policies

Generic domain: Pre-Accession and Enlargement

Specific domain: Municipal infrastructure with the view on (not exclusively) energy, energy efficiency and other environmental aspects

Job Family Programmes, projects, actions and funds

Sensitive post: No

Overall purpose: Contribute to the analysis, supporting dialogue and reporting in the sector(s) to be covered, ensure effective and efficient programming and implementation of financial assistance, ensuring maximum impact to support the EU membership preparation of the beneficiary country.

Function type: POLICY ANALYSIS

Function name: Sector analysis, strategy formulation and programming

Duties:

- Provide advice and report to the Head of Delegation, Deputy Head of Delegation and the Head of Operations on the areas under the competence of the section and report on the implementation of tasks assigned and difficulties encountered;
- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in the field of municipal infrastructure, including energy, energy efficiency and renewable sources of energy;
- Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA);
- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process.

Function type: PROGRAM/PROCESS/PROJECT MANAGEMENT

Function name: Project cycle management

Duties:

- Initiate and process all aspects of the procurement process drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file, specifically but not exclusively in the field of Municipal Infrastructure, Energy and Energy Efficiency;
- Encode contracts and give an "operational visa" (GESTOPE) on documents where required;
- Monitor ongoing projects including on-the-spot checks, attend management and monitoring meetings, elaborate progress report on projects and propose action if and when needed;
- Provide 'Certified correct' for payments;
- Ensure proper archiving and filing of documents for which the Project Officer is responsible related to EU assistance programmes;
- Maintain contacts with other donors active in the country.

Function type: PROGRAM/PROCESS/PROJECT MANAGEMENT

Function name: Indirect Project cycle management

- Contribute to provide operational initiation at all stages of the procurement carried out by national authorities, provide GESTOPE visa during ex-ante verification;
- Contribute to 'Certified correct' visa on payment requests from national authorities and to the clearance of accounts procedures;
- Assist to deal with procurement pipeline with national authorities.

Function type: INTERNAL COMMUNICATION

Function name: Sector reporting to HQ

Duties:

- Monitor and report on sector issues to Team Leader/Head of Section (including Early Warning on potential disputes);
- Contribute regularly and timely to the Delegation's reporting to HQ on sector issues, as well as to any specific requests.

Function type: EXTERNAL COMMUNICATION

Function name: Communication related to programme & projects

Duties:

- Produce and disseminate results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EU activities in the country;
- Ensure that projects receive adequate visibility;
- Extract and disseminate "best practice" and facilitate exchange of experiences;
- Write briefings and speeches as required.

Function type: INTERNAL COMMUNICATION

Function name: any other business

Duties:

"Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)" whenever applicable.

Job Requirements

Formal education

University level education of legal duration of at least 3 years. Formal education which corresponds to completed university studies of at least three years duration attested by a diploma. Education in the field of infrastructure engineering – an advantage.

Experience

Minimum five years' experience and seven as an advantage. Experience with implementation of infrastructure projects and the knowledge of EU policies in the field of Energy (including Energy Efficiency and Renewable Sources of Energy) – an advantage.

Training courses required for this position:

English (spoken and written) - high level; (minimum requirement to understand, read, speak and write – corresponding to level C2)

Project Cycle Management

PRAG procurement procedure and FIDIC training will be considered as an advantage.

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