



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version88767 in *INTPA.A.3.DEL.Ghana.002*
Valid from16/01/2022until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

CLIMATE CHANGE

Sensitive job

No

Overall purpose

Under the supervision of the Team leader for Infrastructures and Sustainable Development, the programme officer will contribute to the formulation and implementation of development cooperation strategies and programmes in the sectors of climate change, and environment and urban planning.

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- To assist the Team leader in co-ordinating the section's activities, where required. Assist with policy dialogue with all the relevant ministries, agencies, development partners and other relevant stakeholders in all areas of concern.
- Contribute to sector analysis and to the formulation of programming (e.g. Multi-annual Indicative Programme, Regional Indicative Programme); contribute to the project formulation and preparation of implementation documents.
- Contribute to the monitoring, evaluation and regular reporting on the implementation of cooperation programmes.
- Maintain good and effective contacts with the local operators in the field, the national authorities and institutions, the local authorities, the representatives of the diplomatic missions of the Member States, the representatives of key development partners and Civil Society Organisations.
- 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 promote EU visibility.
- Contribute, at the request of the Head of Delegation or the Head of Cooperation, to other tasks of the delegation, such as briefings, speeches and Press Releases. Prepare and assist missions from Headquarters.

+ COMMUNICATION and PUBLICATION

- Contribute to the regular reporting on the implementation of cooperation programmes (e.g. Multi-annual Indicative Programme) and project formulation and implementation documents.
- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Contribute to the production of publications and promote EU Visibility by EU-funded programmes.

Job requirements

Experience"

+ LAND USE and URBAN PLANNING, CLIMATE CHANGE, TERRITORIAL USE and DEVELOPMENT

Job-Related experience: at least 3 years

Qualifier: essential

Previous delegation experience will be considered an advantage. Educational requirement: a Master Degree in a relevant field is required, preferably in environment, climate change, economics architecture and engineering. Specific experience of five years in urban planning and sustainable urban development, climate change mitigation and adaptation, environmental degradation, resilience, and circular economy will be considered an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *INTERNATIONAL RELATIONS (generic)*

Competences

- *Analysing and Problem Solving*
- *Communicating*
- *Delivering Quality and Results*
- *Prioritising and Organising*
- *Working with Others*
- *Leadership*

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- Atypical working hours
- Specialised Job

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: