

EUROPEAN COMMISSION

Job Description Form

Job description version5 (Draft)
Job description 88767 in *INTPA. A. 3. DEL. Ghana. 0002*
Valid from 16/11/2021 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job Title

Programme Officer

Domains

Generic Domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate Domain

Specific Domain

CLIMATE CHANGE and GREEN DEAL

Sensitive Job

No

Overall purpose

Under the supervision of the Head of Section 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.

Legal disclaimer

Users are advised to check the available list of Legal Disclaimers related to their contract type.

Functions and Duties

+ GENERAL PROGRAM MANAGEMENT

- *To assist the Head of Section 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.*

Job Requirements

Experience

+ CLIMATE CHANGE

Job-related experience: at least 3 years

Educational requirement: a Master Degree in a relevant field is required, preferably in environment, climate change, economics, agronomy, engineering.

Qualifier: essential

Previous delegation experience will be considered an advantage.

Specific experience of five years in 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	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

Knowledge

- Budget, finance, contract and accounting
- Program/ Process/ Project Management
- International Relations

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

- A typical 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
- Radioprotection area
- Use of personal protective equipment
- Other

Comments:

Other

Comments: