



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version461711 in *NEAR.B.1.DEL.Syria.003*  
Valid from16/11/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - Migration/Forced Displacement

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

EU NEIGHBOURHOOD

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Head of Cooperation, the Programme Officer will be responsible for the implementation of assistance aimed at: 1) helping to improve the conditions for the safe, voluntary and dignified return of Syrian refugees to Syria. This includes the management of actions to enhance the early recovery in Syria, such as inter alia programmes aiming - in selected areas - at improving the access to basic services or creating livelihoods opportunities (i.e., area-based approach), 2) supporting durable solutions including resettlement, complementary pathways, as well as voluntary, safe and dignified returns when conditions are in place (as defined by UNHCR), 3) contributing to increasing the capacity of the Government in Lebanon to manage migration/forced displacement. This will require intensive policy dialogue with the relevant and appropriate actors in Syria and in Lebanon, and close cooperation with key stakeholders (in primis UNHCR) in both countries, taking into the provisions of the United Nations Security Council resolution 2254, which underscores the critical need to build conditions for the safe and voluntary return of refugees and internally displaced persons to their home areas. 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 assistance in this area based on the evolution of the situation. The sectors covered by the job may however evolve and flexibility is important, in particular with a view to replacing absent colleagues and/or supporting the section and Delegation on emerging priorities.

## **Functions and duties**

### **+ PROGRAM / PROCESS / 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.*
- *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.*
- *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/ OPSYS/MIS as well as in the follow-up tools developed by the section.*

### **+ EXTERNAL RELATIONS**

- *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 including promoting - where feasible - the use of joint programming and joint reviews with EU Member States and other donors.*
- *Ensure a coordinated and coherent approach in linking humanitarian and development responses, with emphasis on the Joint Humanitarian Development Framework and the EU approach to resilience in conflict-affected contexts.*
- *Support, when required, the Head of Cooperation in dealing with horizontal activities in terms of coordination, concertation and networking aspects related to DG NEAR work in Syria.*
- *Support the HoC in his representation/coordination/outreach duties with representatives of the diplomatic missions of the Member States and other donor representatives.*
- *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.*

### **+ PROJECT MANAGEMENT**

- *Contribute to the reports by the Delegation, including the External Assistance Monitoring Report (EAMR).*
- *Ensure that information on each project is updated in CRIS/OPSYS 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.*
- *Contribute to sector analysis as required, as well as to any other briefing that might be requested by HoS, HoD or HQs.*

+ EXTERNAL COMMUNICATION (general)

- *Contribute to explain the objectives and rationale of EU-funded assistance in both Lebanon and Syria, particularly in the sectors under her/his responsibility.*
- *Assist in increasing the visibility of EU-funded projects and programmes in Lebanon and Syria, through the valorisation of their outcomes and achievements - if and when appropriate.*
- *Ensure that – when appropriate - 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.*
- *Maintain contacts with partners and stakeholders and coordinate / participate in knowledge-sharing networks.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of Headquarters and with the help of the DMO correspondent. Ensure in particular the correct registration, filing and archiving of these documents.*
- *Ensure timely encoding in Opsys/CRIS*
- *Create, process and file documents in ARES, including in using Areslook for relevant mails to be registered*

<b>Job requirements</b>
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**Experience"**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

3 years' experience of project design and management in a developing country is essential as well as experience in EU procedures.

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 3 years

Qualifier:essential

Previous experience of working in a EU delegation, in a fragile or post-conflict situation and with UN organisations, donors and NGOs is desirable.

**Languages**

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

## **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*Financial regulation and procedures*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*CONTRACT MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*PROJECT MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*  
*IT tools for OFFICE AUTOMATION*  
*Excel*  
*Outlook*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*  
*EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- *INTERNATIONAL RELATIONS (generic)*  
*EU NEIGHBOURHOOD*  
*European Neighbourhood Policy*  
*EXTERNAL RELATIONS*  
*INTERNATIONAL PARTNERSHIPS*  
*INTERNATIONAL COOPERATION and DEVELOPMENT*  
*AID COOPERATION*  
*Project / process management in the cooperation field*

## **Competences**

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*
- *Communicating*  
*Ability to communicate in meetings*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*  
*Negotiation skills*
- *Working with Others*  
*Diplomatic skills*  
*Sociability skills*

<b>Job Environment</b>
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### **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:*

The Delegation is currently located in Beirut but with a possible relocation to Damascus within the timeframe of the posting, should conditions for this emerge.

**Other**

*Comments:*