



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version421884 in *INTPA.B.1.DEL.Chile.003*
Valid from01/05/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - External Relations

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

CLIMATE, ENVIRONMENT and NATURAL RESOURCES

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Cooperation, to contribute to the conception, elaboration and implementation of development cooperation programmes in Chile. Specifically blending operations with EFIs/IFIs and EU investment grants in the EU Investment Facilities eligible areas (e.g. Sustainable Development – Renewable Energy/ Climate Change/Environment Protection/ Digitalization and related issues), Team Europe Initiative on Renewable Hydrogen, Copernicus Earth Observation. To contribute to the development of these operations and provide relevant technical regulation/ policy framework in the concerned areas of operation, jointly with relevant development banks, Government stakeholders and private sector operators, as required.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Supervise and carry out all tasks in all phases of the project cycle including: identification, appraisal, preparation of Financing Proposals and Agreements*
- *Preparation of calls for proposals and tenders, shortlists and award of contracts*
- *Approval of annual work plans and reports*
- *Follow up on implementation, monitoring, evaluation and audit; dissemination of results.*
- *Maintain contacts with counterparts*
- *Encode entries in OPSYS /CRIS and other systems accurately and comprehensively and/or conduct quality checks (e.g. accuracy and comprehensiveness).*

+ EXTERNAL COMMUNICATION (general)

- *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 contribute to the visibility of the EC, its programmes and policies.*
- *Ensure effective operational coordination with Member States, and be responsible for on-the-spot aid coordination.*
- *Participate in meetings and act as a focal point for overall coordination with the World Bank, IDB, EIB, EU MS Development Banks, other IFIs and EFIs active in Chile, UN agencies, etc.*
- *Support policy dialogue at technical level with all relevant ministries, agencies, donors and other relevant stakeholders in the areas of operation.*

+ ANALYSIS and ADVICE

- *Participate in policy level discussion to ensure consistency and convergence of EU programmes jointly designed with IFIs, EFIs, EU MS Development Banks, with the Chilean Government plans and programs.*
- *Play an active role in the definition of strategy and preparation of bankable dossiers for loans agreement and blending operations in diversified areas, public-private partnership operations, parallel financing, loans and grants operations.*
- *Keep up to date with the intensive analytical work, which is carried out in relation to Investment financing and IFIs role in Chile and process this information for the use of the Delegation and other relevant institutions*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Participate at inter-section co-ordination meetings.*
- *Consult and involve other sections of the Delegation when required.*
- *Maintain the contact and support the exchange of experience with professionals in the relevant Directorates in HQ and other Delegations.*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- *Verify the financial and budgetary aspects of projects and/or programs carried out.*
- *Prepare and assist in negotiating contracts.*
- *Monitor the financial expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.*
- *Provide the required information for audit and control by Commission services or the European Court of Auditors.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 3 years

Qualifier: an advantage

Experience in Development cooperation, including project cycle management, project management in sector(s) renewable energy/water/environment/climate change/digitalisation/earth observation sector, investment-related projects, loans and/or grants operations. Public-private partnership operations. Previous Experience in an IFI, EFI, EU MS Development Bank and/or blending operations in diversified areas, as well as experience with earth observation/digitalisation would be considered as a valuable asset.

Languages

| | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|--------------------|-------------------|---------|
| Spanish | C1 | C1 | C1 | C1 | C1 |
| English | B2 | B2 | B2 | B2 | B2 |

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- **POLICY**
- **EVALUATION and QUALITY MANAGEMENT**
IMPACT ASSESSMENT
Impact of policies, legislation or programmes
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
- **COMMUNICATION and PUBLICATION**
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Missions, seminars, meetings (budgetary aspects)

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- **Communicating**
Ability to understand and be understood
Capacity to communicate technical or specialised information
- **Delivering Quality and Results**
Financial management skills
Quality & process management abilities
- **Working with Others**
Ability to work in a team
Knowledge sharing
- **Leadership**
Ability to lead a team
An awareness of and attentiveness to individual differences

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: