



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Approved*)  
Job description version260156 in *MENA.B.1.DEL.Syria.003*  
Valid from01/09/2025until

#### Job Holder

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer - Private Sector Development

##### **Domains**

###### **Generic domain**

EU NEIGHBOURHOOD

###### **Intermediate domain**

###### **Specific domain**

##### **Sensitive job**

No

##### **Overall purpose**

Under the supervision of the Head of Cooperation, the Programme Officer will contribute to the definition and implementation of EU-funded assistance managed by the cooperation Section of the EU Delegation to Syria.

The main focus is on supporting the gradual recovery and expansion of the private sector in Syria. In addition, the jobholder would be tasked with the design and implementation of actions to be funded by the EU in the energy sector, which critical for the country's recovery pathway. These tasks will require designing interventions that take into account the sub-regional dimension (Middle East), in line with development principles supporting peaceful and inclusive post-conflict recovery and reconstruction.

The jobholder's portfolio may evolve and flexibility is important. 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 its assistance to Syria to the evolution of the post Assad regime in line with EU political priorities and ensure donor coordination in the sector and in primis with EU Member States.

## **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.*
- *Assist EU funded projects and programmes achieving their objectives as defined in their respective log frames and ensure compliance with respective Financing Decisions (and Financing Agreements when applicable), by ensuring the delivery of the expected results as well as the valorisation of their outcomes.*
- *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 and ensure that EU funded projects and programmes follow sound programme and financial management and that information is accurate, comprehensive and up to date in the dedicated IT tools (OPSYS, SUMMA,...) 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 and EU backbone strategy including promoting - where feasible - the use of joint programming and joint reviews with EU Member States and other donors.*
- *To ensure a coordinated and coherent approach in linking relief, rehabilitation and development (LRRD), with emphasis on the Joint Humanitarian Development Framework and the EU approach to resilience in conflict-affected contexts.*
- *Support, when required, the Head of Section in dealing with horizontal activities in terms of coordination, concertation and networking aspects related to DG MENA work in Syria.*

### **+ PROGRAM / PROCESS / 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 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 HoC, HoD or HQs*

+ EXTERNAL COMMUNICATION (general)

- *Contribute to explain the objectives and rationale of EU-funded assistance in Syria, particularly in the sectors under her/his responsibility*
- *Assist in increasing the visibility of EU-funded projects and programmes in Syria, through the valorisation of their outcomes and achievements - if and when appropriate.*
- *Ensure that all 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.*

+ EXTERNAL RELATIONS

- *Maintain contacts with partners and stakeholders and coordinate / participate in knowledge sharing networks.*
- *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),*
- *Support the HoC in his representation/coordination/outreach duties with representatives of the diplomatic missions of the Member States and other donor representatives.*
- *Assist in the preparation and organisation of missions from Headquarters.*

+ 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.*
- *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"**

+ INTERNATIONAL COOPERATION and DEVELOPMENT, PROJECT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:essential

At least 5 years' experience of project management in a developing country is essential. This includes experience in the formulation and implementation of programmes / projects in the field. At least 2 years' of previous experience working in in a fragile, conflict-affected or post-conflict context is essential.

+ PRIVATE SECTOR, ENERGY POLICIES and TECHNOLOGIES, ECONOMICS

Job-Related experience:at least 2 years

Qualifier:desirable

Previous experience of at least 2 years working in any of the following sectors should be highlighted in the application: Private sector development, energy. Knowledge of Arabic will be considered as an asset.

**Languages**

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

## **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *AUDIT, CONTROL and INSPECTION*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
*ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*  
*Office administration*
- *LOGISTIC SUPPORT*  
*Logistic management and organisation*

## **Competences**

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*  
*Inquiring mind*
- *Communicating*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Quality & process management abilities*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*

<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:**

The officer will be expected to carry out on average 1-2 missions per month (a mission consists of 2-3 days) from Beirut to Syria. This will change once the team is relocated to Damascus and according to the distribution of tasks. The jobholder should expect relocation to Damascus early on in the period of the assignment.

**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 EU Delegation to Syria is temporarily hosted in the premises of the EU Delegation to Lebanon, in Beirut. This leads to severe constraints in terms of workspace. The incumbent will therefore have to share his/her office space with another Programme Officers and/or Delegation staff. Whilst the initial place of employment will be Beirut in Lebanon, the EU Delegation to Syria is expected to relocate to Damascus in Syria during the period of assignment of this position. The EU Delegation is likely to be classified as a non-family posting when relocated to Syria.

**Other****Comments:**

The jobholder will be part of a small but growing dynamic and enthusiastic team. Although the work to be carried out by the team is challenging and the workload heavy, this provides the opportunity to work in a stimulating and cooperative atmosphere that proves extremely rewarding both professionally and personally.