



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste3 (*Approuvé*)
Version descriptive du poste295063 dans *MENA.B.1.DEL.Syria.003*
Valable à partir de01/09/2025jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Gestionnaire de programmes

Domaines

Primaire

RELATIONS EXTÉRIEURES

Intermédiaire

Secondaire

VOISINAGE de l'UE

Poste sensible

Non

Finalité générale

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. Following the fall of the Assad regime in December 2024, the main emphasis of the job is on supporting the health sector moving towards interventions aiming at system strengthening in line with development principles supporting peaceful and inclusive post-conflict recovery and reconstruction. The portfolio of the incumbent will focus on health and other initiatives to support system strengthening in other areas. This may however 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.

Fonctions & responsabilités

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *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.*

+ RELATIONS EXTÉRIEURES

- *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 Cooperation in dealing with horizontal activities in terms of coordination, concertation and networking aspects related to DG MENA work in Syria.*

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *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 HoS, HoD or HQs*

+ COMMUNICATION EXTERNE (général)

- 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 – 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.

+ RELATIONS EXTÉRIEURES

- 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.

+ GESTION DOCUMENTAIRE

- 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.

Exigences du poste

Expérience

+ SANTÉ, POLITIQUES en MATIÈRE d'ÉDUCATION, SCIENCES et POLITIQUES SOCIALES

Expérience relative au poste: au moins 2 ans

Degré souhaitable

Previous experience of at least 2 years working in any of the following sectors should be highlighted in the application and will be considered a plus: Health, livelihoods, education and social sectors, etc. Knowledge of Arabic will be considered as an asset.

+ GESTION de PROJET, COOPÉRATION INTERNATIONALE et DÉVELOPPEMENT

Expérience relative au poste: au moins 5 ans

Degré essentiel

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.

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C1	C1	C1	C1	C1
Français	B1	B1	B1	B1	B1

Connaissances

- *BUDGET, FINANCES, CONTRATS et COMPTABILITÉ*
- *AUDIT, CONTRÔLE et INSPECTION*
- *SUPPORT et RESSOURCES OPÉRATIONNELS et ADMINISTRATIFS*
ORGANISATION et ADMINISTRATION des BUREAUX de SOUTIEN
Administration
- *SUPPORT LOGISTIQUE*
Gestion et organisation logistique

Compétences

- *Analyse et résolution de problèmes*
Capacité de conceptualiser des problèmes, d'identifier et de mettre en œuvre des solutions
Capacité d'analyser et de structurer des informations
Volonté de s'informer
- *Communication*
Capacité de comprendre et de se faire comprendre
Capacité pour communiquer des informations techniques ou spécialisées
- *Qualité et résultats*
Capacité de travailler d'une manière proactive et autonome
Capacités de gestion de qualité et de processus
- *Apprentissage et développement*
Flexibilité (ouverture à l'égard de nouvelles exigences, de nouvelles technologies, de nouvelles cultures, de nouvel environnement, etc.)
- *Hiérarchisation des priorités et organisation*
Capacité de fournir des prestations d'une manière structurée

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

Heures de travail atypiques

Poste spécialisé

Missions

Fréquentes, c'-à-d. 2 ou plus de missions / mois

Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

The officer will be expected to carry out on average a mission per month to the places from where assistance operations are carried out (Damascus, Gaziantep, Amman). This might change once the team is relocated to Damascus and according to the distribution of tasks.

Sujets en rapport avec le lieu de travail, la santé et la sécurité

- Environnement bruyant
- Effort physique / manutention
- Travail avec des produits chimiques / biologiques
- Aire de radioprotection
- Utilisation de matériel de protection individuelle
- Autres

Commentaires:

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 work space. The incumbent will therefore have to share his/her office space with another Programme Officers and/or Delegation staff.

Autre

Commentaires:

The jobholder will be part of a 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.