

## **BASIC INFORMATION**

SITUATION by (date):	Vacant
Name of Job holder:	N/A
Category and grade (of present Job holder):	DAL Group I
N° of the post:	
Job Profile	Project Manager/ Programme Officer – Foreign Policy Instruments

### **Context**

The Service for Foreign Policy Instruments (FPI) is a service of the European Commission working alongside the European External Action Service (EEAS) to support EU foreign policy priorities globally. It does so through different financing instruments such as the Partnership Instrument (PI), promoting the external dimension of EU internal policies and supporting political partnerships of the EU with like-minded countries on areas of mutual interest, and the Instrument contributing to Stability and Peace (IcSP), supporting security and peace-building initiatives in partner countries.

This vacancy is for a newly established post within the FPI Regional Team - Asia&Pacific, which operates from the EU Delegation to Thailand, in Bangkok. The Regional Team was established in 2017 and consists of 13 staff, divided in an operational section, where this post will be based, and a finance and contract cell.

The Regional Team collaborates with EU Delegations and relevant actors in the Asia-Pacific region, with FPI Headquarters and other services in Brussels to conceptualise elaborate and implement international cooperation actions funded under the PI and the IcSP.

### **Specialist knowledge**

- Excellent ability to think analytically and innovatively
- Good capability for converting ideas into practical results
- Good project management skills
- Knowledge of the existing EC procedures and guidelines would be an asset

**Further details on the job framework, on the job content and on the job requirements are given below.**

## **JOB PROFILE**

### **JOB FRAMEWORK**

<u>Job Title:</u>	Programme Officer
<u>Job location:</u>	EU Delegation Bangkok
<u>Area of Activity:</u>	EU External Relations (Foreign Policy Instruments - Regional Team for Asia & Pacific)
<u>Category:</u>	AL I
<u>Situation:</u>	As indicated in the “Basic Information”

### **JOB CONTENT**

#### ***OVERALL PURPOSE***

Within the FPI Regional Team for Asia&Pacific, he/she will contribute to the full Project Cycle Management, and in particular to the strategic planning and implementation of the actions of the Partnership Instrument (PI) in support of the EU’s foreign policy objectives ([http://ec.europa.eu/dgs/fpi/what-we-do/partnership\\_instrument\\_en.htm](http://ec.europa.eu/dgs/fpi/what-we-do/partnership_instrument_en.htm)).

When needed, he/she will also be requested to support FPI action in Asia/Pacific under the Instrument contributing to Stability and Peace (IcSP) ([http://ec.europa.eu/dgs/fpi/what-we-do/instrument\\_contributing\\_to\\_stability\\_and\\_peace\\_en.htm](http://ec.europa.eu/dgs/fpi/what-we-do/instrument_contributing_to_stability_and_peace_en.htm)).

This is a regional post covering the Asia/Pacific region. Frequent missions in the region are an integral part of the assignment.

The work will involve close cooperation with the European Commission line Directorates General (DGs), the European External Action Service, the EU Delegations in the region, and the EU Member States representations.

#### ***FUNCTIONS AND DUTIES***

- **Identification of PI/ICSP projects and Policy Coordination**
  - In the geographical region of responsibility, follow closely the policy developments and windows of opportunity in order to identify proactively the scope for new or additional PI interventions (or ICSP as needed);
  - Contribute to the shaping of the overall EU policy in a given geographic and thematic scope, in close cooperation with EEAS geographic services, EU Delegations and line DGs through proactive participation in related meetings, and contribution to related briefings and other documents;
  - Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping;
  - Advise the Head of Delegation on opportunities of use of existing PI projects for political leverage and activities;
  - Carry out missions in the region as needed.
  
- **Specific project/process management – preparation and management of PI/CSP projects**
  - Prepare timely, solid and accountable programmes under the PI (or ICSP as needed), by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of political desirability, legal eligibility and practical and procedural feasibility;
  - In the case of programme proposals submitted from EEAS/Commission services and EU Delegations, ensure rapid screening of proposals for political desirability, legal eligibility and practical feasibility, and help improve proposals from these perspectives;
  - During the preparation stage, consult and co-ordinate in the field or in Brussels as appropriate, with all appropriate EU or outside actors, not least the EEAS and Commission services, EU Member States' local representations, third parties or other relevant international organisations;
  - Contribute to the screening of concept notes and action document as part of the process of Annual Action Programmes (AAPs);
  - Following formal adoption of the above referred AAPs, follow up on the contracting phase in view of the implementation and in accordance with the applicable rules and procedures governing the award of EU external action funds ;

- During the implementation phase of programmes, follow up on the activities in cooperation with the implementing partners and prepare, in coordination with FPI HQ and EU Delegations, any relevant amendments or extensions, and periodically review the need for additional measures;
  - To undertake any other assignments on PI and IcSP projects that may be reasonably requested in support of the well-functioning of the team.
- **Procurement and Contract Management – contracting and follow up of PI/ICSP projects**
    - For new projects to be contracted by the FPI Regional Team in his/her area of responsibility, ensure timely and accountable negotiation of technical and financial aspects, and act as operational initiator in view of preparing the signature of contracts or award of grants (drafting ToRs, launching tenders, managing and monitoring calls for proposals, tenders, evaluations and selections of projects etc.), in close co-ordination with the implementing partners, Delegations, finance cell, and EU colleagues at HQ;
    - For all ongoing contracts under his/her direct responsibility, monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay;
    - Report and contribute as appropriate to geographic or thematic reports and documents, including the PI/ICSP regular reporting exercise, overview tables, briefings, formal or informal inter-service consultations, etc;
    - During and after the period of implementation, supervise evaluation and audit of projects, disseminating results as appropriate. Ensure recovery, de-commitment, and regularization of finance, and all other activities of an operational manager as may be required;
    - Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as requested;
    - Follow-up of financial circuit and provide necessary operational initiation visas according to the current regulations and financial circuits approved by FPI.
  - **Institutional representation, negotiation and external coordination**
    - Support FPI in its representation at meetings with regard to the preparation and implementation of PI and IcSP projects;
    - Consult and support negotiations with all partners in the preparation and implementation of PI/ICSP projects, including EEAS and Commission services, Member States' services and representatives of third countries.
  - **External Communication**
    - Support FPI in its Information and reply to questions from European Institutions, Member States and the general public;
    - Produce and disseminate best practices. Participate in exchanges of experiences;
    - Contribute to external FPI visibility and communication towards partners, institutions, and the general public.
  - **Other tasks**
    - Any ad hoc task as request by the Head of Section (Head of FPI Regional Team - Asia/Pacific);

## **JOB REQUIREMENTS**

### ***EDUCATION AND TRAINING***

- He/she must hold a University Degree in a relevant field to the assignment (e.g. international relations, political and social sciences, economics, business administration, science studies, etc.).
- He/she must have a substantial understanding of the political context in Asia and/or South East Asia.
- Knowledge of geo-political aspects related to the Asia/EU relations is an asset.
- A University post-graduate degree is an asset.

## ***EXPERIENCE***

- He/she must have at least 3 years of working experience in a field relevant to the work of FPI (e.g. public diplomacy, economic diplomacy, international relations, trade and business cooperation political and policy dialogues, environment/climate/energy, security etc.) and proven project management experience throughout the project management cycle
- Knowledge of EU rules and functioning are valuable assets. Working experience in or with Asia/Southeast Asia is an essential requirement

## ***KNOWLEDGE***

### **Specialist knowledge**

As indicated on the “Basic Information” sheet

### **Technical knowledge**

- Computer literate (and knowledge of commonly used programmes such as Word, Excel, MS Project, PowerPoint, etc.)
- Capabilities to perform the technical evaluation of proposals and workplans including for the following aspects: policy, technology, socio-cultural issues, institutions, economic and financial issues, contract management and sustainability
- Capable of producing high quality results within often tight deadlines
- Familiarity with gender issues and with environmental issues

## ***LANGUAGES***

- Excellent command of English is an essential requirement (written and spoken)

## ***SKILLS***

### **Analysis and problem solving**

- Ability to conceptualise problems, identify and implement solutions
- Capacity to analyse and structure information

### **Communicating**

- Ability to communicate in meetings
- Drafting skills
- Negotiation skills

### **Interpersonal skills**

- Able to work in a team;
- Diplomatic skills;

### **Delivering quality and results**

- Ability to work in a proactive and autonomous way

### **Prioritising and Organising**

- Capacity to deliver in a structured way
- Coordination skills

## ***PERSONAL QUALITIES***

- A keen interest in promoting partnerships between Europe and Asia/South East Asia
- Ready to travel, sometimes for long periods and sometimes in difficult conditions.