



EUROPEAN COMMISSION

Job Description Form

Job description version2 (Active)
Job description version240707 in INTPA.A.3
Valid from03/05/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Results and Evaluation Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

EXTERNAL RELATIONS

Sensitive job

No

Overall purpose

The Results and Evaluation officer (REO) is part of a team based in Brussels responsible for the management of the Sahel & Lac Chad window of the EU Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa (the EU Trust Fund Africa), covering the following countries: Mauritania, Burkina Faso, Mali, Chad, Niger and Cameroon.

He/she will be responsible for the effective implementation of the EU Trust Funds, in particular regarding the oversight and management of data gathered to report on EU Trust Fund activities, including financial planning and follow up and financial procedures, as well as the management of reporting, monitoring, learning, evaluation and communication tools and systems used by these Trust Funds. The Results and Evaluation officer will closely work and coordinate with other colleagues of the team and other EU services on the same or similar areas, and under the supervision of the EU Trust Fund Manager.

Legal disclaimer

Functions and duties

+ MANAGEMENT and PROCESSING of STATISTICAL DATA and IT

- Develop and implement a results management strategy; and in doing so coordinate action with other windows of the EU Trust Fund Africa and other Commission services such as ECHO, HOME or FPI.
- Assist in providing guidance and support to EU Trust Fund staff in Headquarters and Delegations (program managers) in their data management, monitoring, evaluation, and learning related activities.
- Manage internal software systems and external reporting, monitoring and communication platforms, ensuring data quality, transparency and contributing to improved performance and/or development of systems.

+ INFORMATION and DOCUMENT MANAGEMENT

- Liaise with implementing partners of strategic projects such as the Research and Evidence Facility and the Monitoring and Learning System so as to gather, report on and coordinate strategic data and findings, and their dissemination, working closely with colleagues/units in charge of communication to channel finds through external-facing platforms and events. Contribute in producing publications and updating the EUTF website.
- Planning and organisation of learning seminars, results dissemination events, and coordination, internally with colleagues and other EU services, and with external stakeholders.
- Liaise with geographic program managers and EUDs ensuring effective implementation, monitoring and evaluation of EUTF and enhancing analysis of the EUTF experiences and lessons learned to be used in future EU actions in the region.
- Provide information and data needed for implementing programs, NDICI-Global Europe programming and for Communications of the Commission.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- To monitor and follow up administrative/operational issues related to the portfolio of programs funded by the EU Trust Fund Sahel & Lac Chad window.
- Provide administrative guidance in the application of EC procedures, as per the INTPA Companion and PRAG, and follow up of administrative processes.

Job requirements

Experience"

+ MANAGEMENT and PROCESSING of STATISTICAL DATA and IT, ORGANISATION and ADMINISTRATION of SUPPORT OFFICES, COMMUNICATION and PUBLICATION

Job-Related experience: at least 3 years

Qualifier: essential

Job-Related experience in the field of data or systems management or similar with a relevant international organisation, national public sector body, non-governmental organisation or private sector firm. Professional experience in conflict/post-conflict developing countries, preferable in Africa, would be an asset. A strong combination of analytical, technical and organisational skills to develop and implement a data and results management strategy for the EU Trust Funds is required, as well as a thorough understanding of EU policies in the areas of migration, forced displacement, resilience and stability, and of the objectives and interests pursued by the EU in these areas in the Central and East African region.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C2	C2	C2	C2	C2

Knowledge

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
IT tools for OFFICE AUTOMATION
Excel
Word
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity

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:

The post holder is expected to travel to the West African region, and conduct field missions often in difficult conditions.

Other***Comments:***