

VACANCY NOTICE

Programme Officer – Private sector development, investment and innovation

Place of Employment: Yerevan, Armenia

Contact point: Mr. Frank Hess (Head of Cooperation)/ Ms Silja Kasmann (Deputy Head of Cooperation)

Deadline for application: **24/09/2021**

Profile of the Post: International Aid / Cooperation –Programme Officer

Unit: DG.NEAR. DG A1.C.2.DEL.Armenia.002

Function Group: CA-4(FGIV)

Post number: Sysper No. 273739

Living-conditions allowance: 25%

Job description: attached

Applications: Applications (CV & motivation letter) to be sent to: DELEGATION ARMENIA RECRUITMENT Delegation-armenia-recruitment@eeas.europa.eu

(Please indicate your CAST candidate number in your application and mention the post number in subject line and position applied "*Programme Officer – Private sector development, investment and innovation*").

Entity presentation (We are)

The EU Delegation to Armenia

We are a Delegation of the European Union (EU) responsible for the diplomatic representation of the EU vis-à-vis the Republic of Armenia as well as for supporting the development and implementation of the EU cooperation and other policies in the country.

Enhancing visibility, awareness and understanding of the Union and its values and activities is an important part of our work in the Delegation, as well as supporting and monitoring the implementation of the implementation of the European Neighbourhood Policy. The work of the Delegation also includes supporting the implementation of the Comprehensive and Enhanced Partnership Agreement CEPA and the new Economic and Investment Plan for the Eastern Partnership.

With the EU being the largest donor in Armenia, one of the Delegation's key tasks is programming and implementation of EU external assistance. A new Multi-annual Indicative Programme 2021-2027 is under preparation. We attach importance to a friendly and supportive working environment.

Job presentation (We offer)

We offer an interesting post of Programme Officer in the Cooperation Section of the Delegation. In country, the jobholder, under supervision of the Head of Cooperation (but to a large extent autonomously), will work in close collaboration with other cooperation, contracts and finance as well as political section colleagues so teamwork skills are essential.

The successful candidate will advise on and manage, under the supervision of the Head of Cooperation, the implementation of programmes and projects in the fields of private sector

development, investment, innovation and trade-related assistance. He/She will act as focal point on investment issues and contribute to the implementation of the new Economic and Investment Plan for the Eastern Partnership in Armenia, cooperation with International Financial Institutions (IFIs)/Development Finance Institutions (DFIs), private sector engagement, as well as sector analysis and policy dialogue, and liaise with sector stakeholders in the areas of responsibility.

The successful candidate will also be available to support the EU Delegation team and HQ on main tasks related to for EU identification, implementation and monitoring/evaluation of programmes, coordination of financial instruments and impact investment pipeline, ensuring coherence and coordination with Eastern Partnership programmes, EU MS/Team Europe and other development partner actions.

The job offers a dynamic and challenging working environment, a variety of tasks carried out in cooperation with a wide range of partners inside/outside the EU, and includes a full set of learning and training opportunities targeted to the needs of the job.

The location of the posting is in the EU Delegation to Armenia in Yerevan.

Job holder profile (We look for)

Formal education: University Degree in Business Administration, Finance, Economics or any other relevant field.

Job related experience:

Professional experience of at least 3 years.

Communication and other personal skills:

Languages: Fluent in English (C2), knowledge of Russian would be an asset

- ☐ The ideal candidate should be a multifaceted professional with a strong sense of responsibility, with very good communication, negotiating and organisational skills. ;
- ☐ Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions and willingness to learn;
- ☐ Capacity to work in a team and able to perform under pressure;
- ☐ Capacity to establish and maintain good interpersonal relations;
- ☐ Ability to work effectively and independently in a multi-disciplinary and multi-cultural team.

Recruitment policy

Minimum grade required CA FG IV

How to apply

Please send your **application (CV, motivation letter and 2 reference contacts)** to:

Delegation-armenia-recruitment@eeas.europa.eu

Please indicate your CAST candidate number in your application and mention the post number in subject line.



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version
273739 in NEAR.DGA1.C.2.DEL.Armenia.002 Valid from 01/11/2021
until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - International Aid / Cooperation Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Advise on and manage, under the supervision of the Head of Cooperation, the inception, implementation of projects and programmes in the field of private sector development, investment, innovation and trade-related assistance. He/She will act as focal point on investment issues and contribute to the implementation of the new Economic and Investment Plan for the Eastern Partnership in Armenia, cooperation with International Financial Institutions (IFIs)/ Development Finance Institutions (DFIs), private sector engagement, as well as sector analysis and policy dialogue, and liaise with sector stakeholders in the areas of responsibility.

Functions and duties

+ POLICY ANALYSIS

- *Support policy dialogue with relevant ministries, private sector, agencies, donors, impact investors, including diaspora investors and organisations, and other relevant stakeholders in all areas of concern, in particular the dialogue on private sector development, investment, trade, science, technology and innovation, etc.*
- *Private sector engagement.*
- *Contribute to sector analysis and to the definition of sector strategies for the EU, i.e.: Multiannual Indicative Programme (MIP), SDG finance/impact investment, private sector engagement, etc.*
- *Contribute to the development and application of common approaches by the EU and Member States, in particular in view of Team Europe Initiatives. Liaise and ensure full coherence with other relevant programmes (EU and non-EU) and seek complementarities and synergies with sectors.*
- *Support policy dialogue and coordination with IFIs and DFIs, Team Europe members, relevant ministries, agencies, regional authorities, donors, impact investors and other relevant stakeholders in all areas of concern.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to programming, identification, formulation and appraisals of EU programmes projects related to: economic development; investment; support to MSMEs; science, innovation and technology; trade-related assistance, etc. - in close cooperation with the partner country, private sector/impact investors, IFIs and DFIs, beneficiary institution(s).*
- *Direct management of the portfolio of relevant projects.*
- *Support the implementation of the new Economic and Investment Plan for Armenia (focus on MSMEs, digital transformation and innovation), policy and pipeline discussions, IFI/DFIs cooperation, private/public sector engagement. Coordination and oversight of financial instruments.*
- *Private sector engagement.*
- *Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.); contribute to evaluation of projects*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed. Encodes entries in CRIS, ARES, MIS, OPSYS or equivalent accurately and comprehensively and/or conducts the quality checks (e.g. accuracy and comprehensiveness) of data entered in CRIS; Give an "operational visa" on documents where required.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Maintain good and effective contacts with the local operators in the field, with private sector/investor representatives, the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local actors.*
- *Prepare and assist in missions from Headquarters.*
- *Participate in the Delegation and the Commission services meetings, working groups, committees or other coordination events.*

+ INTERNAL COMMUNICATION (general)

- *Monitor and report on the national policy context with particular reference to economic development, innovation and trade, other relevant sectorial and institutional developments to inform the ongoing work of the Delegation.*
- *Observe, monitor and report regularly and in timely fashion to hierarchy on socio-economic development, international development and financial cooperation and related sectors policies, as well as in response to any specific requests.*
- *Draft speeches, speaking notes and briefings in the sector of concern when required.*

+ 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 reports and publications of the Delegation on Development matters (EAMR, Risk management framework).
- Coordinate and negotiate with national and international actors in sectors under her/his responsibility.
- Contribute to the production of publications and other visibility materials, including "story telling".
- Ensure proper EU visibility for projects implemented by partners.

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Professional experience pertinent to the duties to be carried out of at least three years. Assets: Experience in working with IFIs and/or investment is an asset. Diversified private and public sector experience. Knowledge of Russian would be an asset.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C1	C1	C1

Knowledge

- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
BUDGET and FINANCE
- PROGRAM / PROCESS / PROJECT MANAGEMENT
Projects and programmes
PROJECT MANAGEMENT
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Office administration
Administrative rules and procedures of the Institution
- IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for EXTERNAL RELATIONS
- INTERNATIONAL RELATIONS (generic)
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT
Project / process management in the cooperation field

Competences

- *Analysing 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
- *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
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

The DDG1 is responsible for the management of the Eastern Neighbourhood, Economic Transformation, and Relations with IFIs as well as the coordination of the Roma Policy. This includes the supervision of Directorate NEAR.A for the portfolios related to units A3 and A4, Directorate NEAR.C and the Support Group for Ukraine (SGUA).

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:***

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