EUROPEAN COMMISSION
Job Description Form

Job description version3 (Active)
Job description version240707 in INTPA.A.3
Valid from 22/01/2025 until

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 officer is a member of unit A3 in charge of Western Africa. The unit comprises three teams in charge of relations with specific subregions (Sahel, Atlantic Coast, Gulf of Guinea), a small cell dealing with EFSD+ / blending and guarantees and budget support and a team 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 (covering the following countries: Mauritania, Burkina Faso, Mali, Chad, Niger, the Gambia, Senegal, Ghana, Guinea, Nigeria, Ivory Coast and Cameroon).

Under the supervision of the EU Trust Fund Manager, the Results and Evaluation Officer will be responsible for the oversight and management of data gathered to report on EU Trust Fund activities, as well as the management of reporting, monitoring, learning, evaluation and communication tools and systems.

Moreover, the Programme Officer will support the members of the unit and Delegations as appropriate in the design, implementation and follow-up of EFSD+ operations (in particular blending and guarantees) in the implementation of the Global Gateway Strategy in Western Africa.

He/she will closely work and coordinate with other colleagues of the team and other EU services.

Legal disclaimer
Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.
Functions and duties

**EVALUATION**
- EUTF: Ensure policy and sector analysis in the area of Monitoring and Evaluation.
- EUTF: Prepare and implement evaluation and result-oriented monitoring plans.
- EUTF: Prepare and implement the evaluation and audit of EUTF funded projects and programmes in close cooperation with the relevant EU Delegation and ensure that recommendations are followed-up.
- EUTF: Assist with the implementation of the Monitoring and Learning System of the EUTF and the coordination with the other EUTF Africa windows.

**MANAGEMENT and PROCESSING of STATISTICAL DATA and IT**
- EUTF: 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 NEAR, ECHO, HOME or FPI.
- EUTF: Ensure that reporting on each project is updated regularly.
- EUTF: 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.
- EUTF: 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.
- EUTF: 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.
- EUTF: 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.

**EXTERNAL COMMUNICATION (general)**
- Provide information to outside partners where appropriate and represent Commission under the supervision of the head of unit.
- EUTF: work closely with colleagues/units in charge of communication to channel findings through external-facing platforms and events. Contribute in producing publications and updating the EUTF website.
- EUTF: Disseminate lessons learned with the view that they are fed into new related programmes and projects including through the planning and organisation of learning seminars, results dissemination events.
- EUTF: Contribute to the reports of the EUTF to donors, Commission/DG NEAR, EP.

**GENERAL PROGRAM MANAGEMENT**
- EFSD+: Contribute to the implementation of EU cooperation in the region, directly contributing to the Global Gateway and to EU strategic objectives in a given country.
- EFSD+: Assist the members of the unit and EU Delegations to design and manage operations with guarantees and blending, in coordination with thematic and other geographic units – ensuring consistency and complementarity between the regional and national programming and implementation of the EFSD+.
- EFSD+: Develop and update a tracking system of EFSD+ guarantees and blending in West Africa.
- EFSD+: Take part in missions to provide advice to EU Delegations on EFSD+ matters.
+ ANALYSIS and ADVICE
  • Prepare briefing notes and ad hoc reports on demand
  • EFSD+: Assist the members of the unit and Delegations in assessing macro-economic policies / trends and in managing debt sustainability risks in EU sovereign lending operations.
  • EFSD+: Enhance consistency and complementarity of EFSD+ with other operations, EU trade policy, and EU Economic Diplomacy, to pursue a strategic, coherent and focused approach.
  • EFSD+: Contribute to Directorate's input into reviewing approaches and methodologies on relevant topics, particularly regarding blending and guarantees.

+ INTERNAL COMMUNICATION (general)
  • EFSD+: Ensure proactive information outreach to the members of the unit and EU Delegations about topics of relevance, including EFSD+ policies, governance and implementing modalities and specific operations.
  • EFSD+: Facilitate training and knowledge sharing for the members of the unit and EU Delegations.

+ EXTERNAL RELATIONS
  • Provide information to outside partners, attend meetings with relevant parties (authorities, other development partners, Member States) and represent Commission under the supervision of the head of unit.
  • EFSD+: Ensure relations with European and international development banks and financial institutions, such as the EIB, EBRD, AFD, BIO, KfW, CDP, AECID, FMO, and the World Bank Group, AfDB, IDB etc.
  • EFSD+: Facilitate contacts between the unit / EU Delegations and development finance partners to identify pipeline of potential guarantees and blending operations and monitor portfolio implementation, notably by organising meetings with development finance partners, with a particular focus (but not exclusively) on EIB dedicated mandates

### Job requirements
### Experience

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

Job-Related experience: at least 1 year  
Qualifier: desirable  
Job-Related experience in the field of monitoring and evaluations, data or systems management or similar with a relevant international organisation, national public sector body, non-governmental organisation or private sector firm. 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. Good understanding of the objectives and interests pursued by the EU in the Western African region and of EU policies in the areas of migration, forced displacement, resilience and stability.

**+ ECONOMICS, PROJECT MANAGEMENT, FINANCIAL INSTRUMENTS and INSTITUTIONS, incl. BANKING**

Job-Related experience: at least 1 year  
Qualifier: desirable  
A strong background in development economics is an asset, including experience in development financial institution(s). Experience with the EIP, EFSD and EFSD+ is an advantage. Professional experience in an EU Delegation would be an asset, particularly in conflict/post-conflict developing countries, preferably in Africa.

### Languages

06/02/2025
Knowledge

- **ECONOMICS**
  - MACROECONOMICS
- **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
  - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
- **INTERNATIONAL RELATIONS (generic)**
  - EXTERNAL RELATIONS
  - INTERNATIONAL COOPERATION and DEVELOPMENT
    - Project cycle management in the field of foreign aid
    - 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
  - Creativity
  - Inquiring mind
  - Numeracy
- **Communicating**
  - Ability to communicate in meetings
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
  - Drafting skills
- **Delivering Quality and Results**
  - Ability to work in a proactive and autonomous way
  - Accountability
  - Conscientiousness
  - Eye for detail / Accuracy
- **Learning and Development**
  - Flexibility (openness towards new demands, etc.)
  - Open mindedness
- **Prioritising and Organising**
  - Capacity to deliver in a structured way
  - Coordination skills
  - Planning capacity
- **Resilience**
  - Stress resistance
- **Working with Others**
  - Ability to work in a team

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.

**Other**

**Comments:**