

Position

CONTRACT AGENT FGIV

Function group

Title

International Aid / Cooperation Officer - Policy/Operations

Overall purpose

Under the supervision of the Head of Section, the Contract Agent will be responsible for the overall supervision and follow-up of all stages of the Project Cycle Management (PCM) the interventions in the area of economic governance financed by the EU Delegation to South Sudan.

Functions and duties

POLICY ANALYSIS

- Support the EU Delegation's work in policy dialogue with relevant Government counterparts and Agencies in the Republic of South Sudan, civil society, EU MS, the UN family and IFIs.
- Participate in policy level discussions to ensure consistency and convergence with the Government of South Sudan plans and programs.
- Analyse developments in economic governance and rural development in South Sudan, by following up news, policy developments, participating in conferences and meetings with government and other partners;
- Contribute to the analysis of South Sudan based success stories and priority areas for the designing of future projects. Liaise with HQ to be informed about latest developments in economic governance and rural development, relevant for the South Sudanese context;
- Coordinate and share information with other EU Delegations;

INTERNAL COMMUNICATION (general)

- Observe, monitor and report regularly (as well as to specific requests) in a timely fashion on the state of play of and overall progress in economic governance, and the implementation of related actions, including those financed by EU Member States and other donors, as well as in response to any specific requests;
- Ensure direct contacts/linkages between EDF economic governance actions under preparation/implementation and actions being considered or under implementation with funding by other EU instruments and other multilateral and bilateral donors.

Programme /Project/Process Management:

- Manage programmes and projects in the fields of economic governance, e.g. PFM and payroll support to states and counties, technical assistance to the Ministry of Finance, and other programmes that aim to strengthen country systems.

- Contribute to the management of other programmes in the section dealing mainly with rural development, including SORUDEV, ZEAD BEAT, FSTP. These projects deal with, among others, feeder roads, agricultural food security information systems, extension services, value chain development, and land policy.
- Contribute to the Delegation's multi-annual programming exercise and preparation of Country Strategy papers; provide input into various reporting documents, e.g. EAMR
- Project identification, in accordance with the Country Support Strategy, National and Regional Indicative Programmes, in cooperation with implementing partners;
- Project formulation and appraisal, including examination of feasibility studies, project proposals, terms of reference, and drafting of financing proposals for submission to DEVCO;
- Supervision of and assistance to project implementation. Assist in starting up projects and establishing management capacity, assist in projects' operational planning and procurement function, review the technical contents of tender documents/call for proposals before approval, examine and assess payment dossiers before endorsement by the Head of Section, undertake regular monitoring;
- Give "operational visa" on documents where required. Act as GESTOPE in CRIS for EDF and FSTP projects and programmes;
- Project evaluation and closure: organization of mid-term reviews and end of project evaluations/audits, as well as support of the planning and carrying out of ROM monitoring activities.

SPECIFIC PROJECT/PROCESS MANAGEMENT

- Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects;
- Ensure the follow-up of the implementation of projects and the performance of project managers and partners, incl. monitoring of contractual obligations (via periodic reviews, audits, reporting and assistance, etc.);
- Support communication and other horizontal and networking aspects of EDF programmes/projects.

REPRESENTATION, NEGOTIATION and PARTICIPATION

- Participate in the relevant donor coordination fora set up under the South Sudan Aid Strategy and also under those set up by the international community, as requested.
- Actively participate and contribute to relevant Government led coordination mechanisms and events (e.g. Natural Resources Sector Working Group))

- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with civil society and other local non-official actors;
- Represent the Delegation in the main rural development programmes' steering committees as requested
- Prepare and assist missions from Headquarters.

Function type: EXTERNAL COMMUNICATION (general)

- Support the Delegation in defining and fulfilling an active and visible role in the implementation of activities, related to rural development
- Extract and disseminate best practices and facilitate exchange of experiences;
- Contribute to the production of publications/information material as linked to EDF and FSTP programmes and projects;
- Produce and disseminate, as appropriate and at the request of the Head of Delegation and of DEVCO, the results of projects at workshops, seminars and other public events.

Job requirements

Experience/Studies

Formal qualification in economics, agricultural economics, or engineering

Job-Related experience: at least 5 years

Languages

C1 in all aspects of English