

TERMS OF REFERENCE

Title: Development Officer

Status: Seconded National Expert

Reporting: To the Head of Development Cooperation and the Head of Delegation as required

Tasks:

External Coordination: Work with others in the Delegation to follow up the joint GoB/donor initiatives in the context of the Consultative Group and Member State support to the reform process in Bolivia, in particular related to the PRSP and including the HIPC process. This will include preparation of the EC position for Consultative Group Meetings.

Strategy: Lead the process of Country Strategy (2007-2011) development in line with the “Road Map” for consultation which has been developed. Lead the Country Strategy Paper “Country Team” which will undertake with others in the Delegation and the Brussels desk (i) the social, political and economic analysis and (ii) the project and programme evaluation that will form the basis of the next Country Strategy Paper from 2006. Particular attention will be paid to the theme of social inclusion as a major contributor to poverty reduction.

Programme and Project Cycle Management (PPCM): On the basis of the existing Country Strategy for Bolivia, and EU and national policies follow the overall progress of the Cooperation Programme, including strategy, programming and execution to assess its conformity to these policies and objectives, monitoring and assessment systems, coordinating closely with sector programme officers. Review documentation at key stages of PPCM and advise on measures needed with regard to improving the quality of the programme paying particular attention to institutional issues and the mainstreaming of key EC Development Policy areas such as gender, human rights and the environment.

Experience Required:

Applicants should have relevant development policy and practice qualifications (in the economic, social and/or political sciences), developing country experience and a sound understanding of international development policy and reform issues, including donor co-ordination. Some knowledge of the EC and International Financial Institutions (the World Bank, International Monetary Fund) would be desirable.

Competencies:

The post requires the ability to work in the Spanish language as well as either English or French. The ability to work within a team, effective oral and written communications skills, the ability to achieve results and sound judgement and decision making, are also required.