

JOB PROFILE**JOB FRAMEWORK**

JOB TITLE: Programme Officer, Institution Strengthening and Private Sector Support,
JOB LOCATION: EC Delegation in Hanoi
AREA OF ACTIVITY: Co-operation
CATEGORY: Detached National Expert
SITUATION: vacant

JOB CONTENT:**Overall purpose:**

Within the sub-section of the Co-operation Section responsible for Institutional and Private Sector Support, to prepare, monitor, and oversee the implementation of co-operation activities supported by the European Commission in Vietnam, particularly in the field of good governance and private sector development.

Functions and duties:**Management**

- to oversee, under the responsibility of the Head of the Co-operation Section, good governance and private sector development initiatives supported by the European Commission in Vietnam.

Programme management:

- to prepare good governance and private sector development projects and related policy dialogue, including the identification of concepts and priorities, to draft TORs for preparation missions, follow-up and monitoring of these missions, preparation of financing documents and assisting in negotiations with project partners and beneficiaries;
- to follow-up and monitor the implementation of good governance and private sector development, including the review of achievements, together with partner donors and beneficiaries of achievements;
- to draft reports to EC Headquarters on project implementation;

Coordination, partnerships and outreach:

- to prepare and comment on reports and strategic documents (eg. Country Strategy Paper, National Indicative Programme, Comprehensive Poverty Reduction and Growth Strategy), drafting speeches, as well as representing the Delegation in relevant external donor coordination meetings, working groups etc.
- assist in public relations activities, including the production of information materials, updating the information on the Delegation website, receive visitors, provide information to the public as requested, draft newspaper articles and press releases etc.

The job-holder can be asked to support other priorities of the Delegation as defined by the Head of Delegation for up to 20% of his/her total working time.

JOB REQUIREMENTS**EDUCATION & TRAINING**

Economics or related degree.

KNOWLEDGE & EXPERIENCE

- at least five years' experience in EC-third country co-operation, specifically in the area of institution strengthening and/or budget support;
- good knowledge of Community policies and programmes for EC-Asia co-operation;
- experience of co-operation management, including project cycle management, logical framework analysis, economic and financial analysis, environmental impact assessment;
- awareness of procedures for EC co-operation management;
- experience of co-ordination donor co-ordination and harmonization.

SKILLS**Language skills**

- Proficiency in English (written and spoken).
- French and Vietnamese would be assets.

Communication skills

- capacity to communicate clearly and speak in public, present complex matters in a simple way and draft quickly and precisely;
- ability to communicate effectively at a high level.

Interpersonal skills

- ability to listen, to consult and to share information and ideas;
- team work skills.

Intellectual skills

- ability to identify and analyse key points in verbal and numerical information, evaluate alternatives objectively and critically and make sound, logical and well-argued judgements taking on board the impact of decisions;
- ability to determine long-term outcomes of a change in operations;

Management and Organisational skills

- capacity to focus on priorities and to organise work to deliver on time;
- ability to operate in a multicultural and multilingual environment;
- capacity to monitor progress of work, organise reviews and supervise project teams;
- facilitation skills and capacity to lead group discussions, meetings;
- conflict resolution skills.

Personal qualities

- flexibility to work under pressure and to respond quickly to new demands;
- commitment to assure quality, speed and accuracy in performing technical and procedural duties;
- high degree of responsibility in handling EC funding.