EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)
Resources
ECHO Field Network

Terms of Reference

Programme Associate (Group II)

Department:	Operations	**Duty Station:**	Ukraine/Dnipro
Job title:	Programme Associate (Group II)		

Supervisory roles, back-up and replacement to be established by the Ho(R)O (Head of (Regional) Office).

1. Job summary:

The jobholder carries out activities to contribute to the delivery of an effective humanitarian response. The jobholder contributes to assessments, monitoring and evaluations of projects, as well as to the analysis of the humanitarian context in the area of coverage.
The jobholder commits to strict confidentiality.

2. Responsibilities & Tasks:

Within delegated authority, the Programme Associate (Group II) will be responsible for the following tasks:

Programme work

- Contributes to the appraisal, monitoring and evaluation of projects, including financial assessment of proposals.
- Critically studies and comments upon partners' reports and field operations and reports to line manager.
- Assists the HoO/TA (Technical Assistant) in the preparation of fiche-ops (e-documents completed by DG ECHO staff for assessing and monitoring projects), as appropriate.
- Assists with, participates in, and reports on meetings, as appropriate.
- Advises on the operational capacity of implementing partners.
- Drafts reports on the humanitarian situation, including any political, economic and security events relevant to the analysis of the humanitarian situation in the country/region.
- Produces and circulates information of common interest (humanitarian situation reports, background information, etc.).
- Accompanies the TA on field visits, as requested, and may act as an interpreter if necessary.
- Assists the HoO/TA in the event of an emergency response.
- Prepares maps, when appropriate.
- Provides backstopping and surge support capacity in case of need.

Specific duties for the senior level Programme Associate

- Pro-actively follows local or regional events that may impact the humanitarian situation in the country/region.
- Appraises, monitors and evaluates projects and reports to the line manager.

Working with partners

- Maintains contacts with DG ECHO's partners, advising the TA of any major issues arising.
- Ensures communications with DG ECHO's partners, including establishing and maintaining a database

of relevant organisations and personnel.
- Maintains contracts/grants database.

Coordination
- Participates in meetings, as requested and appropriate.
- Liaises with local authorities and institutions, in coordination with the HoO/TA, as delegated and appropriate.
- Assists with increasing the visibility and communication of DG ECHO's overall assistance.

General administration
(IF/When applicable)
- Provides reports and other ad-hoc documents as requested and to be verified and agreed by the HoO/TA.
- Responds to requests for information as delegated.
- Prepares missions: agenda setting, contacts with partners, programming visits, meetings, etc..

Office specific responsibilities/tasks
(When applicable)
- Undertakes any additional tasks as assigned by the TA, HoO/RO (Regional office) and/or Headquarters.
- Good knowledge of inclusion principles in humanitarian action, particularly regarding gender, age, and disability, and their application in protection mainstreaming and protection programming.

3. Competencies required:

- **Working and communicating effectively with people:** ability to communicate, support and work effectively with colleagues and teams to achieve collective goals. Building and maintaining excellent relationships with colleagues and partners.
- **Achieving impactful results and quality:** ability and commitment to organise and perform the job to the highest standards, delivering consistent results and striving for quality assurance.
- **Understanding of the humanitarian and DG ECHO way of working:** ability to support DG ECHO's mandate, strategies and operations, to ensure policy compliance and in particular the correct use of the Key Results Indicators (KRIs), and to ensure DG ECHO's visibility. Ability to ensure the correct application of DG ECHO guidelines and procedures in all the decisions taken.
- **Demonstrating exemplary attitudes and behaviours:** commitment to act in line with DG ECHO and humanitarian values, demonstrating the required and exemplary attitudes necessary for the Field Network.

4. Job Requirements:

Education
- A relevant first level university degree or equivalent professional experience.

Knowledge and Experience
- Minimum 4 years of relevant experience at national or international level in supporting programme/project operations, including at least 2 years of experience with an NGO, donor or national/international organisation.

- Good knowledge of the EU humanitarian aid system.
- Good knowledge of International NGOs in the field of humanitarian aid/development, UN Aid Agencies and Red Cross Movement.
- Good understanding of Humanitarian Aid principles, policies and standards.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Languages

- An excellent knowledge of English (oral and written).
- An excellent knowledge of Ukranian.
- Support in translation and interpretation is a plus

Disclaimer:

The Authority Authorised to Conclude Contracts (AACC) reserves the right to amend the job requirements in line with the local labour market conditions.