



EUROPEAN COMMISSION

Job Description Form

Job description version 9 (*Approved*)
Job no. 179154 in INTPA.A.4.DEL.Cameroon.003
Valid from 16/09/2026

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Investment (Global Gateway, Investments and Private Sector)

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

INTERNATIONAL PARTNERSHIPS

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Team Leader and the Head of Cooperation, and in close collaboration with colleagues from HQ, other Delegations in the region and the Trade section, to structure a pipeline of investment projects based on origination, development and implementation of EU initiatives in Cameroon and the Central African sub-region, with a focus on Global Gateway and EFSD+. To manage related sectoral dialogues, contribute to the programming and management of the projects in the fields referred above as well as in the digital domain at both national and regional levels. To strengthen and expand partnerships with Development Finance Institutions (DFIs), Export Credit Agencies (ECA) and the European private sector in and outside Cameroon. To ensure sector coordination with EU Member States and other donors, national counterparts, civil society organisations and other relevant stakeholders. To build a network of investment partners who can steer the Global Gateway and to steer Global gateway and EFSD+ opportunities and processes. To contribute to the monitoring and analysis of relevant sector policies and to the Delegation's policy dialogue.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification, formulation and implementation of programmes and actions, in particular those related to Global gateway and EFSD+ (such as blending and guarantee operations), economic governance, private sector development, business climate, competitiveness, as well as blending operations when relevant, in close cooperation with the beneficiary institution(s) and with other relevant stakeholders (notably EU Member States and other like-minded donors).*
- *Contribute to the different steps of the procurement and contracting processes (drafting Terms of Reference, launching tender procedures, participating in evaluation committees, contract preparations, etc.), contribute to the preparation and evaluation of calls for proposals when relevant; provide project and concept note assessments, etc.*
- *Monitor the implementation of ongoing projects, attend management and monitoring meetings, follow up the mobilization of expertise and the quality of its operations, elaborate progress reports, follow up on financial and audit matters, and propose action when needed.*
- *Encode entries and conduct processes in CRIS, OPSYS, ARES, PROSPECT or equivalent accurately and comprehensively and/or conduct quality checks of the related data in the systems providing "operational visa" to the different documents (contracts, payments, amendments, declaration "conforme aux faits", etc) as required by the different circuits, rules and procedures.*
- *Ensure internal coordination, notably with the trade section, to maintain the coherence in the interventions of the Delegation related to the sector.*
- *Contribute to the implementation and mainstreaming of horizontal activities and accompanying measures to the different projects, notably regarding environment, social and gender equality issues.*

+ POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in the areas of concern, in particular the dialogue on economic governance, private sector development, business climate and competitiveness matters.*
- *Contribute to sector analysis (in particular investment, private sector, business climate and competitiveness) and to the definition of an EU sector strategy and programming in the fields concerned.*
- *Contribute to the development and application of common approaches by the EU and Member States in the country of assignment, in coordination with other donors.*
- *Draft and/or contribute to periodic reports and analysis on topics related to this sector. Contribute to annual reviews, mid-term reviews or other documents.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Under the supervision of an EU official, maintain good and effective contacts with local stakeholders and operators in the field, in particular national authorities and institutions, representatives of EU Member States' diplomatic missions and cooperation/financial agencies and other international donors, private sector actors including local business associations and the European Business Organization (EBO), relevant CSOs and other local stakeholders.*
- *Facilitate and reinforce the coordination and dialogue between the EU and the different stakeholders. Participate in meetings, working groups, committees or other coordination mechanisms and events related to the sector.*

+ INTERNAL COMMUNICATION (general)

- Observe, monitor and report regularly and in timely fashion to hierarchy on the national and regional policy context, sector policies and related cooperation matters, as well as in response to any specific requests.
- Contribute to the regular reporting of the Delegation (AMP, EAMR, Risk management framework, etc), as well as to the reporting on sectoral issues under his/her field of expertise and responsibility.
- Draft speeches, speaking notes and briefings on sector and general matters as needed.
- Participate in meetings with Delegation and/or other commission services.
- Maintain contacts as appropriate with the different teams of the delegation and other commission services, including geographic and thematic units in Headquarters, as well as other Delegations as needed, and the European Investment Bank when pertinent; prepare and assist in missions from Headquarters.

+ EXTERNAL COMMUNICATION (general)

- Present and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate the exchange of experiences, synergies and networking.
- Contribute to the production of speeches, public documents, external publications, and other communication/visibility materials, including "story telling" and social media posts.
- Ensure proper EU visibility and communication for the EU-funded projects implemented by the different partners.

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:desirable

Relevant field experience of at least 3 year in ACP countries. Relevant experience of at least 3 years in project cycle management or management of external cooperation programmes would be an asset, notably with the EU, EU member states or other international partners, including international financial institutions. Experience in blending, guaranties or other financial products.

+ INTERNATIONAL PARTNERSHIPS

Job-Related experience:at least 3 years

Qualifier:essential

Professional experience of at least 3 years in areas relevant to the duties associated to the post. Proven experience in relevant areas such as Global Gateway and EFSD+ operations, public or private investments (blending operation, guaranties, equity, technical assistance...), banking and private sector development and support. Experience in sustainable economic development, public policy reforms relevant to Global Gateway and EFSD+, business and investment climate will be considered an asset. Good communication, coordination and negotiation skills. Sense of initiative, motivation and team spirit. University Degree or Diploma of a minimum duration of at least 4 years in finance, economics, social sciences, or other fields relevant to the post. Additional diplomas or masters (BAC+5, DEA, DESS, MBA, etc) on relevant areas will be considered an asset. Knowledge of Portuguese et Spanish would be considered an asset.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *Cooperation and development aid - financial aspects*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - *ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - *Office administration*
 - *Administrative rules and procedures of the Institution*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
- *INTERNATIONAL RELATIONS (generic)*
 - *EXTERNAL RELATIONS*
 - *EU External Assistance policies*

Competences

- *Analysing and Problem Solving*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to communicate in meetings*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
- *Learning and Development*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
- *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:

Other

Comments:

Knowledge of Portuguese et Spanish would be considered an asset.