



REFERENCE

ACP/41/054/18
AFHR/HR/LM/dbm
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SADC/1/5/5

NOTE VERBALE

The Secretariat of the African Caribbean and Pacific Group of States (ACP) presents its compliments to the ACP Missions and has the honour to inform them of the vacant post of Expert - Development Finance and Intra-ACP Programming, (Grade P4) at the Secretariat.

Attached for the attention of the Missions are:

- The Job description of the post;
- The conditions of service and employment for the post.

Applications for this post should be sent to: Secretariat ACP, 451 Avenue Georges Henri, 1200 Brussels - Belgium, or by e-mail to: hr@acp.int and must reach the Secretariat not later than 30th September 2018.

Applications must be accompanied by updated curriculum vitae completed in this format: <https://europass.cedefop.europa.eu/editors/en/cv/compose>, provide copies of degrees, diplomas, certificates and any other document attesting to the competence and professional experience of the candidates. Up-to-date reference letters for the past eight (8) years of work experience must be attached.

Candidates for the post must be nationals of Member States of the ACP Group and must therefore attach a copy of their valid passport for proof of nationality. Applications from non-ACP nationals will not be considered.

It is to be noted that only short-listed candidates will be contacted.

The Secretariat of the African, Caribbean and Pacific Group of States remains at the disposal of the Missions for any additional information and avails itself of this opportunity to renew to them the assurance of its highest consideration.



Brussels, 1st August 2018

ACP Missions in Brussels

Job Description

I. Post Information

Post Title: **Expert - Development Finance and Intra-ACP Programming**
Organizational Unit: Macro-Economics, Development Finance and Intra-ACP Programming Department.
Supervisor/ Grade: ASG

Current Grade: P4

II. Organizational Context

Under the overall guidance of and direct supervision of the Assistant Secretary-General for the Department of Macro-Economics, Development Finance and Intra-ACP Programming (MDFIP), the Expert - Development Finance and Intra-ACP Programming, prepares the ACP Group's position in Development Finance and other areas of expertise on the request of the supervisor. The Expert plays the role of a Specialist/Adviser to the governing organs of the African, Caribbean and Pacific (ACP) and ACP-EU Committee on Development Finance Cooperation (Authorized Representatives and Ministers). In the performance of his/her duties and responsibilities, the Expert promotes a client-oriented approach consistent with ACP rules and regulations, ensuring high quality, accuracy and consistency of work.

The Expert interacts with all departments within the organization. Internally the Expert's role involves lending support and serving as an interface between the ACP Secretariat and the European Commission, as well as coordinating actions during intra-ACP programming and for the Technical Cooperation Facility (TFC). Externally, the Expert maintains contacts with ACP Embassies, ACP regional and international organizations, the European Commission and the European Council. His/her tasks include following up on the implementation of cooperation initiatives, negotiations and the organization of joint ACP-EU meetings (joint agendas, joint reports for the Committee of Authorized Representatives and Ministers of the Development Finance Cooperation (DFC) Committee).

The Expert also supervises along with others the work of a secretary and carries out her performance assessment on an annual basis.

III. Functions / Key Results Expected

Summary of Key Functions:

- Deals with and analyzes development finance in an ACP-EU partnership framework.

- Follows up on the implementation of the ACP-EU Agreement with regard to the programming of Intra-ACP Funds (the various financing envelopes and the utilization of allocated resources, including reallocations, the functioning of financial instruments, etc.) and the production of all relevant documents, reports and notes for the joint ACP-EU Development Finance Cooperation organs.
- Handles financing requests submitted through the ACP Secretariat and formulates requests to the European Commission for financing from the Intra-ACP Funds.
- Supports the work of the ACP Ambassadorial (Working Groups, Subcommittee and Committee) and Ministerial DFC Committees and that of the joint ACP-EU Committee on DFC, and facilitates the process for adopting appropriate measures for implementing decisions made.
- Follow up the activities of relevant international and ACP regional organizations with respect to the utilization of Intra-ACP funds, taking account of the need to achieve the objectives of the ACP-EU Partnership Agreement in this regard.

IV. Impact of Results

The key results have an impact on the effectiveness and efficiency of implementing development finance cooperation as it relates to the objectives of the ACP-EU Partnership Agreement, particularly in terms of defining the ACP Group's position on the fundamental issues and the positive impact of the visibility of the ACP Group on intra-ACP financing.

V. Competencies

Corporate Competencies:

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.
- Understands the structure and hierarchy of the ACP Secretariat, the organs of the Group and their interaction with the partners, process flows throughout the organization, products and services, their measures of effectiveness, and perceptions of clients.

Functional Competencies:

- Possesses good knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Continues to seek new and improved methods and systems for accomplishing the work of the unit.
- Excellent written and oral communication skills in English and/or French.
- Ability to provide specialized advice and guidance to external contacts.
- Ability to work independently without supervision; meet deadlines and in a multicultural, multiracial and multilingual environment.

Managerial Competencies:

- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients.
- Strong planning, organization, problem-solving, coordination and negotiation skills.

Behavioural Competencies:

- Ability to work in a multidisciplinary team of people from diverse cultures, expertise and experiences.

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Economics, Finance and Legal Sciences and/or other related fields.
Experience:	A minimum of eight (8) years of professional experience in the area development finance cooperation at bilateral and/or multilateral levels, three of which must be at national or international organisation level.
Language Requirements:	Good command of English or French or Portuguese or Spanish. A working knowledge of at least one of the other three would be an added advantage.

APPOINTING AUTHORITY

Staff members of the Professional and General Services categories are appointed by the Secretary-General on the recommendation of the Recruitment Advisory Committee chaired by the Assistant Secretary-General, Head of the Department of Administration, Finance and Human Resources.

CONDITIONS OF SERVICE FOR THE AFOREMENTIONED POST

In the framework of their functions, members of staff are governed by the Staff Regulations of the Secretariat and by any other decision that may be adopted by the competent ACP authorities regarding employment.

REMUNERATION:

Depending on professional background, experience and family situation, the ACP Secretariat offers a competitive remuneration and benefits package.
