

Project Officer: Environment, Climate Change, and Sustainable Development

01.10.2024 [New opportunity](#)

The Delegation of the European Union Sri Lanka and the Maldives, Colombo is looking for a Project Officer passionate about Environment, Climate Change, and Sustainable Development.

The deadline for submitting applications is: 15 October 2024

Download the [full job description here](#).

We are

The European Union (EU) is an economic and political partnership between 27 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The EU Delegation to **Sri Lanka and the Maldives, Colombo** works in close coordination with the Embassies and Consulates of the 27 EU Member States. We are a fully-fledged diplomatic mission and represent the European Union in dealings with the Sri Lanka and the Maldives governments in areas that are part of the EU's remit.

We offer

The post of Project Officer (Local Agent Group 1) in the Delegation's Cooperation Section. The team consists of 10 people and there are occasional atypical working hours.

The recruited person will be attributed functions depending on the needs of the Delegation, which may change over time. The successful candidate **will work under the supervision and responsibility** of the Head of Cooperation Section, providing support, expertise and assistance, as a Project Officer in environment, climate change, and sustainable development

The main tasks and duties currently required are:

Sector analysis, strategy formulation and programming

- Assist the Head of Delegation and Head of Cooperation in relevant analysis of developments and policies, as well as engaging in dialogue with relevant ministries, agencies, development partners and other stakeholders;

Project cycle management

- Contribute to the programming, identification, and appraisal of projects and programmes in close cooperation with the beneficiary institution(s), if and when such programmes are decided in the programming process.
- Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluation of proposals, etc.)
- Monitor on-going projects, attend management and monitoring meetings, contribute to progress reports on projects, and propose action if and when needed
- Follow the financial progress of projects/programmes and advise the Delegation on procurement, tenders and payments.
- Contribute to project evaluations.
- Contribute to financial management related to EU funded projects, in close cooperation with the Finance & Contracts Section (manage payments of invoices, maintain regular financial monitoring, review annual budgets, other).

Preparation and follow up of calls for tender

- Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.
- Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise
- Deal with horizontal activities and networking aspects of the programme and its projects.

Representation, Negotiation, Participation

- Maintain good and effective contacts with all counterparts;
- Maintain contacts with development partners and participate in coordination activities
- Represent the EU in Steering Committee meetings and in other official meetings between the EU and programme partners.

The base salary will depend on relevant and verified employment experience, typically starting from EUR 1,474. There is a competitive benefits package, subject to certain conditions, including personal leave days and public holidays, health insurances and a retirement savings plan. The expected start date will be 15 January 2025.

Minimum requirements / eligibility criteria (necessary for the application to be considered)

- Minimum of a Bachelor's degree in natural sciences, such as biology, environmental science, conservation, sustainable development, or other similar disciplines
- At least 3 years of experience working in areas related to environmental, climate change, or other sustainable development related policies
- Excellent knowledge (C2) of English;
- Computer literate (Word, Excel, PowerPoint, Teams, WebEx, Outlook)
- Enjoys civil rights and permits for employment under local law in Sri Lanka
- Medical fitness to carry out the tasks assigned

Assets / selection criteria (basis for awarding points to select the best applicant)