

## Job description Policy Support Officer

### Basic details

Network: Agricultural Network  
Job title: Policy Support Officer  
Unit/mission: LAN/BOGOTA  
Job grade: 07  
Number of hours: 36

### General features of the Agricultural Network

The Agricultural Network represents the Ministry of Economic Affairs in the areas of Agriculture and Nature in the operational district and to this end maintains intensive contacts with the local authorities, Dutch and local businesses and civil-society organisations. They make an essential contribution to strengthening the international position of the Netherlands in the areas of Agriculture and Nature by means of:

- ❑ policy support for the purpose of the main department of Economic Affairs;
- ❑ providing business services to the Dutch agribusiness sector;
- ❑ bilateral and multilateral cooperation.

Much of the time is spent in promoting trade, attracting investments and negotiating market access for Dutch agriproducts with the authorities in the country of representation. In addition to that the Agricultural Network, in certain countries, makes a contribution to the strengthening of the Food Security.

The Agricultural Network adopts a proactive approach, seeking out opportunities for Dutch agribusiness and establishing direct contact with the relevant players via newsletters, [www.agroberichtenbuitenland.nl](http://www.agroberichtenbuitenland.nl), social media and website of ZMA.

### General features of the job

- ❑ Reports directly to the Agricultural Counsellor who carries final responsibility and is responsible for policy-related support for the LAN;
- ❑ Gives form and direction to his or her own activities within a specified framework; the monitoring of schedules and progress;
- ❑ Directs processes so the work can be carried out as efficiently as possible within the framework established by the Ministry of Agriculture, Nature & Food Quality;
- ❑ Will adhere to departmental administrative and procedural rules, regulations and working agreement;
- ❑ Draws up for this management information and provides upon request conclusions;
- ❑ Collects data and checks that it is accurate, useable, timely, correct and complete; identifies and reports on developments relating to the policy area;
- ❑ Processes and organizes data and manages and maintains digitally or on paper;
- ❑ Prepares trade delegations, incoming missions and draws up programs for trade delegations and visitors;
- ❑ Dealing independently with trade requests by the Dutch agricultural industry;
- ❑ Gives form and direction to his or her own activities within a specified framework;
- ❑ Independently draws up monthly reports, processes, analyses and interprets data;
- ❑ Supports on desk research for the purpose of networking;

- ❑ Ensures that accounting records are accurate and well-coordinated; is responsible for budget management within the LAN, making interim reports and is responsible for the financial part of the activity plan of the LAN;
- ❑ Draw up contracts for contractors for major events and/or development cooperation projects;
- ❑ Coordinator within LAN for Achilles;
- ❑ Makes up drafts for [www.agroberichtenbuitenland.nl](http://www.agroberichtenbuitenland.nl);
- ❑ Will make independent and active use of network contacts;
- ❑ Draft, manage and coordinate the LAN part of the digital 'cooperation space' for the archive and documents.

### **Actual duties**

- ❑ Is responsible for the budget administration within LAN and payment procedures at ZMA Bogota and Lima (Ecuador does not have an Embassy).
- ❑ Independently takes care of the monthly accountability reporting and detects abnormal matters herein;
- ❑ Offers support on organizing official visits, trade missions, seminars, workshops, fair activities, networking events and other activities in Colombia, Peru and Ecuador;
- ❑ For this establishes and maintains relevant contacts and independently makes substantive arrangements;
- ❑ Will contribute to expand the LAN network in Colombia and will build LAN network in Peru and Ecuador;
- ❑ Will contribute to expand knowledge of the agricultural sector and developments in Colombia but especially will build the knowledge base for Peru and Ecuador;
- ❑ Gathers and manages relevant market information for the Dutch agribusiness / agricultural sector, especially for Peru and Ecuador;
- ❑ Will advise and support the Dutch agribusiness and knowledge institutes on approaching the - especially but not exclusively - Ecuadorian and Peruvian markets , while pursuing trade and investments promotion and market access for Dutch agricultural products;
- ❑ Shares information with interested parties in the Netherlands;
- ❑ Will deal independently with trade inquiries of Dutch companies businesses and informs them on market opportunities , especially for/ in Ecuador and Peru;
- ❑ For this will also closely cooperate with the colleagues from ZMA Lima and the Dutch trade officer in Ecuador/Guayaquil ;
- ❑ Supports the process of preparation of speeches and presentations and make up of information dossiers;
- ❑ Supports the preparation of business trips of the Agricultural Councillor and contributes to substantive preparatory work of these;
- ❑ Substitutes the Agricultural Councillor or represents the LAN at specific meetings; he/she therefore in detail is informed of pending dossiers;
- ❑ Makes active use of network contacts and independently extends this network;
- ❑ Supports with the LAN communications and social media channels management, providing inputs and publishing content.

## Knowledge and skills

**Level of education:** At least educated to a higher professional level;

**Level of experience:** 3-4 years of relevant experience required;

### Knowledge

- General knowledge and understanding on financial and (agriculture) economic affairs;
- Experience in writing (policy) reports;
- Good verbal and written command of the native language and or English;
- A command of the Dutch language and culture highly appreciated;
- General financial know how and experience with financial procedures;
- Knowledge and experience with HTML docs.

### Skills

- Good communication and contact skills;
- Flexible and proactive;
- Computer knowledge and skills (Windows, Word, PowerPoint, Excel, E-mail, Internet).

## Competencies

- Integrity
- Initiative
- Customer focus
- Goal-centeredness
- Ability to work with others
- Environmental awareness
- Ability to plan and organize
- Analytical thinking
- Immune to stress

## Working environment and contacts

### Working environment

The Agricultural Network falls within the organisational structure of the Embassy. The Agricultural Counsellor is the overall manager of the LAN which, depending on its size, consists of one or more Agricultural Assistants and a clerical Officer. There is close cooperation with the Economic Department and with other sections within the Embassy. The Agricultural Network is responsible for agribusiness affairs. In case of a working area of several countries, this is done in close cooperation with the local mission.

### Contacts

- With Homebase LAN at the Netherlands Enterprise Agency (RVO.nl) in The Hague and with other Agricultural Networks worldwide;
- With the Ministry of Economic Affairs in The Hague (especially with DGAN) and if necessary with other ministries;
- With local ministries and authorities, professional organisations and the business community;
- With other members of the Dutch Embassy and especially with team members of the Economic Department;
- With independent civil society organisations, such as NGO's;
- With news media for public information, PR and press releases.

