



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version448214 in NEAR.C.2
Valid from13/05/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Aid / Cooperation Officer

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EXTERNAL RELATIONS

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

To advise on and manage, under the supervision of the Head of Sector/Team leader, the implementation of bilateral assistance programmes and projects in areas falling under the responsibility of the Operations' sector managing the assistance to the people of Belarus and Russian civil society. To contribute to the programming, identification and formulation of new assistance programmes in the respective area of responsibility. To ensure close cooperation with relevant geo and regional Eastern Partnership coordinators from other teams of the same unit, other services, other DGs and the EEAS. To liaise with sector stakeholders in the respective area of responsibility. To support the Head of Sector/Team leader in coordinating operations and horizontal files. To ensure timely and good quality contributions to briefs, reports, replies to internal and external requests related to the assigned area of responsibility.

Legal disclaimer

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to and manage projects and programmes implemented under the assistance to the people of Belarus and/or Russian civil society.*
- *Ensure programme/project identification and formulation in line with programming documents and in coordination with other donors and international organisations, including where relevant within the framework of a Team Europe approach. Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/ project execution, including risk management.*
- *Monitor overall progress in line with intended results and objectives; propose corrective actions where needed. Provide where needed back-up support for absent colleagues.*

+ PROJECT MANAGEMENT

- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.*
- *Assist in 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.).*
- *Analyse and assess project results, notably through project reports and proceed with payment requests.*
- *Deal with horizontal activities and networking aspects of the programme and its projects.*
- *Act as contact point for ROM/Evaluation/Internal evaluation of programmes and projects.*

+ POLICY COORDINATION

- *Contribute to the formulation and analysis of the EU external assistance policy; contribute to sector analysis and conceptual reflections; assist in elaborating work programmes, strategic documents and new approaches to the programme.*
- *Coordinate and/or respond to inter-service consultations to secure coherence with the EU policy framework.*
- *Coordinate and/or contribute to briefings for the hierarchy; provide replies/contributions to EP written questions, including as part of horizontal coordination.*
- *Support and/or carry out any other tasks carried out by the unit as requested by the Head of Unit and/or supervisor/team leader.*

+ EXTERNAL RELATIONS

- *Prepare, steer and attend relevant sector meetings and regional meetings in the context of the Eastern Partnership in cooperation with other services/line DGs/EU agencies.*
- *Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, economic operators, civil society, etc.*
- *Attend donor assistance group meetings and relevant Eastern Partnership dialogue fora.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Define project action, objectives, results, and budget; planning of schedules, tasks, deliverables and priorities.*
- *Ensure procurement and contracting, including calls for tender, call for proposals, contracts and subventions conventions prepared by the unit, within the agreed timeframe.*
- *Assist with all aspects of the procurement process (draft terms of reference, selection process etc.).*
- *Ensure respect of Community rules on correct administrative, contractual and financial management, particularly with regard to procurement rules.*
- *Register entries accurately and comprehensively in OPSYS and CRIS (or equivalent), conduct quality checks of data entered.*

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

Experience in the management of external assistance, preferably in an EU delegation, and/or experience relevant to the EU external assistance to the civil society organisations.

+ EU NEIGHBOURHOOD

Job-Related experience:at least 3 years

Qualifier:an advantage

Knowledge of local language(s) will be considered an asset.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
Budget requirements and allocations
- *EVALUATION and QUALITY MANAGEMENT*
EVALUATION
Evaluation of policies
Evaluation of programmes and projects
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Rules and procedures for proposals evaluation and selection process
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Decision-making procedures in the Commission
- *INTERNATIONAL RELATIONS (generic)*
EU NEIGHBOURHOOD
EXTERNAL RELATIONS
EU External Assistance policies

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to understand and be understood
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Accountability
Eye for detail / Accuracy
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Resilience*
- *Working with Others*
Ability to work in a team
Knowledge sharing

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: