



EUROPEAN COMMISSION

Job Description Form

Job description version4 (*Active*)
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Valid from01/05/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of the FPI Regional Team Americas and in close cooperation with relevant sections at the host and other Delegations in the region (Americas), the jobholder will contribute to the identification, formulation and implementation of bilateral, regional and multi-country projects funded under the PI, the ICSP and the NDICI, covering Canada and/or other countries in the Americas. The jobholder will also contribute to the annual activity report and any other reporting and briefing requirements as appropriate.

Functions and duties

+ PROGRAM MANAGEMENT and MONITORING

- *Prepare timely, solid and accountable programmes under NDICI-GE, by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of political desirability, legal eligibility and practical and procedural feasibility.*
- *In the case of programme proposals submitted from EEAS/Commission services and EU Delegations, ensure rapid screening of proposals for political desirability, legal eligibility, and practical feasibility, and help improve proposals from these perspectives.*
- *During the preparation stage, consult and co-ordinate in the field or in Brussels as appropriate, with all appropriate EU or outside actors, not least EEAS and Commission services, EU Member States' local representations, in Geographic Working Groups and third parties or other relevant international organizations.*
- *Preparation and drafting of non-papers, concept notes for the assessment by the Quality Support Group and preparation of the fiches for the Annual Action Plans. Contribute to the screening of concept notes and assessment by the Quality Support Group and preparation of the fiches for the Annual Action Plans.*
- *Following formal adoption of programmes, ensure contracting in coordination with the Regional Team*
- *During the implementation period of programmes, in coordination with the Regional Team, prepare any relevant amendments or extensions and periodically review the need for additional measures.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *In the area of responsibility, provide timely and accountable negotiation of technical and financial aspects of projects, and act as operational initiator in view of preparing the signature of contracts or award of grants in close co-ordination with the implementing partner (Delegation , FPI Regional Team, and relevant desks at HQ); including drafting of ToR and tender dossier, drafting of guidelines for applicants etc.*
- *For all ongoing contracts, work with the Financial Initiator to monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay.*
- *Report and contribute as appropriate to geographic or thematic reports and documents and to SDAO Reports (Delegation and RT), the web site, briefings, formal or informal inter-service consultations, requests from the public or the Parliament, etc.*
- *During and after the period of implementation, work with the Financial initiator in the evaluation and audit of projects, disseminating results as appropriate. Support the preparation of files for recovery, de-commitment, and regularization of finance, and all other activities of an operational manager as may be required.*
- *Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as required by an operational initiator.*
- *Follow-up of financial circuit and provide necessary operational initiation/verification visas according to the current regulations and financial circuits approved by FPI. Provide information for audit by Commission services or the European Court of Auditors.*

+ POLICY ANALYSIS

- *Monitor, analyse and report - regularly and timely - on the following issues: policy developments in Canada and at the Americas as related to project implementation and / or project planning.*

+ INSTITUTION REPRESENTATION and NEGOTIATION

- Support FPI in its representation at meetings with regard to preparation and implementation of projects.
- Consult with all partners, including EEAS and Commission services, Member States' services and representatives of third countries, and assist in negotiations as part of the preparation and implementation of projects.

+ EXTERNAL COMMUNICATION (general)

- Support FPI in its information and reply to questions from European Institutions, Member States and the general.
- Identify opportunities for internal and external communications and prepare communications materials working closely with relevant colleagues at the RT and in headquarters.
- Produce and disseminate best practices. Participate in exchanges of experiences.

+ POLICY COORDINATION

- In the geographical region of responsibility, in coordination with Delegation staff holding relevant policy briefs, follow closely the policy developments and windows of opportunity in order to identify proactively and in close coordination with headquarters the scope for new or additional FPI interventions.
- In coordination with the HoD and in close cooperation with the Delegation's team, the EEAS geographic services, the Regional Team Americas and the relevant line DG's, contribute to the shaping of the overall EU policy in a given geographic and thematic scope, through proactive participation in related meetings, and contribution to related briefings and other documents.
- Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping.
- In collaboration with Delegation staff holding relevant policy briefs, coordinate relations with partners and civil society organisations in the thematic fields of responsibility.

Job requirements

Experience"

+ GENERAL PROGRAM MANAGEMENT, PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:essential

- Previous experience in the field of external cooperation programme management (operations) - Proven capacity to coordinate with other Commission services, EEAS and other relevant stakeholders in the field of external cooperation. - Proven knowledge of the EU's relations with strategic partner countries and experience in the region would constitute a strong advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2
Spanish	B2	B2	B2	B2	B2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
FINANCIAL and BUDGETARY MANAGEMENT
Budgetary rules and procedures
Budgetary requirements, allocations, monitoring and reporting
- **PROCUREMENT and CONTRACT MANAGEMENT**
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
PROCUREMENT
CONTRACT MANAGEMENT
- **AUDIT, CONTROL and INSPECTION**
- **EVALUATION and QUALITY MANAGEMENT**
QUALITY ASSESSMENT and MANAGEMENT
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
Project contracts negotiation and monitoring
Project monitoring methods and techniques
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution
- **COMMUNICATION and PUBLICATION**
THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
Communication and information strategy
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Missions, seminars, meetings (budgetary aspects)
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
HORIZONTAL COORDINATION
Strategic Planning and Programming (SPP)
- **INTERNATIONAL RELATIONS (generic)**
EXTERNAL RELATIONS

Competences

- **Analysing and Problem Solving**
Capacity to analyse and structure information
Inquiring mind
Numeracy
- **Communicating**
Ability to communicate in meetings
Ability to understand and be understood
Drafting skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Quality & process management abilities
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Resilience**
- **Working with Others**
Ability to work in a team

Job Environment

Organisational entity

Presentation of the entity:

The Unit manages rapid response actions in Europe, Asia and the Americas – both under the Crisis Response and Foreign Policy Needs components – of NDICI-Global Europe. Thematically, the Unit leads FPI's work on Public and Cultural Diplomacy, Disinformation as well as mine action and economic issues and global health. It is also responsible for cooperation with High-income countries (HICs) and Public Diplomacy (in HICs as well as in China, India, Brazil, Mexico and Argentina) in its geographic area of responsibility. The Unit works in close cooperation with the EEAS and all relevant European Commission services at headquarters as well as in EU Delegations. It acts as the EU's first responder in situation of urgency, emerging crisis, crisis and post-crisis and in providing support to urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy. Together with the FPI Regional Teams in Bangkok and Washington DC and the FPI office in Vienna, the Unit collaborates closely with EU Member State agencies, international organisations, civil society and the private sector to effectively deliver on EU foreign policy commitments through conflict sensitive and policy-driven action.

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: