



EUROPEAN COMMISSION

Job Description Form

Job description version9 (*Approved*)
Job description version 128611 in *INTPA.G.1*
Valid from 03/02/2025 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Project Officer - Human rights

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

JUSTICE and HUMAN/CIVIL RIGHTS

Sensitive job

No

Overall purpose

Analyse, negotiate and prepare programmes/projects in the field of human rights in particular the files on torture, death penalty, and the fight against impunity. Provide thematic support and sectoral expertise, and contribute to the definition of the related policies and programmes. Supervise and monitor the implementation of programmes and projects in accordance with the priorities defined and the project cycle management criteria. Contribute to the definition of policies and programmes on human rights issues. Provide qualitative and operational support to the Delegations.

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ POLICY

- *Contribute to the programming documents relative to the Human Rights and Democracy Thematic programme in close cooperation with other relevant services*
- *Participate and organise with the participation of the beneficiaries (target group and institutions), training, information and feedback on relevant thematic policies*
- *Carry out analytical work and actively take part in the formulation of policies and strategic discussions with relevant parties and stakeholders's geographical directorates*
- *Prepare the annual programming documents of the thematic budget lines in close cooperation with other relevant services*
- *Participate in and possibly organise, with the participation of the beneficiaries (target group and institutions), training, information and feedback measures relating to the thematic policies developed by the actions financed*
- *Participate in the preparation of methodological tools for project management and monitoring (manuals, guides, templates, etc.) and for calls for proposals.*

+ GENERAL PROGRAM MANAGEMENT

- *Identify and then instruct cooperation projects under thematic budget lines, in close coordination with other INTPA services, EEAS and relevant international bodies, as appropriate. Draw up the necessary documents for this purpose. Launch the necessary preparatory studies*
- *Ensure, in consultation with all interested parties, that the conditions (institutional, budgetary, logistical, etc.) necessary for launching calls for proposals and starting projects and programmes (including those outside calls for proposals) are met. This includes tasks relating to the contracting of external experts for the evaluation of calls for proposals*
- *Prepare, in close cooperation with the Finance and Contracts Unit and on the basis of the established models, tender dossiers, calls for proposals, contracts and grant contracts. Organise and participate in tender evaluation and/or selection committees for grant projects and/or evaluation committees outside calls for proposals*
- *Monitor, including through field missions, all project cycle operations for centralised projects/programmes*
- *Monitor, in particular through field missions, overall progress in the implementation of the thematic lines (detailed monitoring and responsibility for devolved contracts is carried out by the Delegations).*
- *Supervise the systematic harmonised monitoring of projects and take the necessary corrective measures, if necessary.*

+ RELATIONS with MEMBER STATES and CIVIL SOCIETY

- *Participate in meetings with civil society, inter-governmental organisations and other stakeholders on the relevant thematic areas and in the context of negotiations and project definition/monitoring.*

+ TECHNICAL ANALYSIS and ADVICE

- Advise delegations on specific programmes requiring thematic intervention by Headquarters at various stages of implementation
- Contribute to mainstreaming the EIDHR & NDICI in the project cycle at both HQ and Delegation level in all areas
- Prepare, in close cooperation with the EEAS guidelines and terms of reference respectively for calls for proposals or calls for tenders under regional/multi-country/multi-regional programmes
- Support the colleagues concerned in the preparation of programming, identification and formulation documents for geographic budget lines
- Preparation of methodological tools for project management and monitoring (manuals, guides, templates, etc.) and for calls for proposals
- Participate in the monitoring groups of global and thematic evaluations. Provide advice on budget support programmes as requested

+ POLICY

- Participate in the monitoring groups of the overall and thematic evaluations.
- Prepare briefings and notes for the Cabinet, replies to parliamentary questions, notes, etc. on the topics covered by the sector

Job requirements

Experience"

+ JUSTICE and HUMAN/CIVIL RIGHTS

Job-Related experience:at least 10 years

Qualifier:essential

Experience in Human rights field on the topic of torture or Death Penalty is required

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 10 years

Qualifier:essential

Experience of Commission tools and resources for project management is essential

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 10 years

Qualifier:essential

Experience in one or more of the areas indicated. Experience in developing countries: desirable.

Experience in the field or in delegations: desirable. Diverse experience (public sector/CSOs): desirable. Focus: political/social sciences, human rights and democracy.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
Projects and programmes
PROJECT MANAGEMENT
Project monitoring methods and techniques
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
CRIS (Common Relex Information System) Consultation
- **JUSTICE and HUMAN/CIVIL RIGHTS**
JUSTICE, FREEDOM and SECURITY
Human rights
- **INTERNATIONAL RELATIONS (generic)**
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid
Rules and procedures relating to EU development and co-operation project and programmes

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- **Communicating**
Capacity to communicate technical or specialised information
Negotiation skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Eye for detail / Accuracy
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Resilience**
Stress resistance
- **Working with Others**
Ability to work in a team
Sociability skills

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:

High work demand and mandatory deadlines. Certain confidential files to be dealt with.

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: