



EUROPEAN COMMISSION

Job Description Form

Job description version9 (*Active*)
Job description version377880 in *NEAR.C.2*
Valid from18/11/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

International Aid / Cooperation Assistant

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EXTERNAL RELATIONS

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Under the supervision of an official to provide support to the design, formulation and implementation of multi-beneficiary and regional actions in the Eastern Neighbourhood in the fields of inclusive society and good governance. Assist with the sectoral policy dialogue at bilateral and multilateral levels under the Eastern Partnership, including through the provision of related thematic expertise.

Contribute to policy analysis related to the Eastern Partnership or bilateral relations with countries in the region, including through the preparation and coordination of lines to take and briefings.

Upon request of the Head of Unit, the cooperation assistant may also work on other files if so required.

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 COORDINATION

- Coordinate and provide input for strategic EU policy documents on Eastern Partnership. Provide support to the country team covering Armenia, Azerbaijan and Belarus.
- Assist geographical desks, thematic teams and EU Delegations in Neighbourhood countries on work related to Eastern Partnership policy. This may include attending relevant inter-institutional meetings, contributing to policy documents, reports, briefings, etc.
- Coordinate and provide input for strategic EU policy documents on the Eastern Partnership and/or our bilateral cooperation with Armenia, Azerbaijan, Belarus.
- Coordinate and/or contribute to briefings related to the EaP and possibly other horizontal issues, as well as related our bilateral cooperation with Armenia, Azerbaijan and Belarus.
- Coordinate and/or contribute to briefings for the hierarchy; provide replies/contributions to EP written questions.
- 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.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Support policy dialogue with all relevant stakeholders in view of policy formulation within the framework of the Eastern Partnership fora as well as in relation to bilateral dialogues with Armenia, Azerbaijan and Belarus.
- Contribute to analysis needed in view of defining strategic documents in the context of programming.

+ COMMUNICATION and PUBLICATION

- Ensure the provision of relevant information, necessary for responses and information to other institutions as the European Parliament, Court of Auditors etc as well as to the general public.
- Ensure the provision of country specific contributions for the annual reports.
- Coordinate the collection and preparation of materials for briefings, publications and websites.

+ 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"

+ EXTERNAL RELATIONS

Job-Related experience: at least 2 years

Qualifier: desirable

Experience of external relations and/or external assistance.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: an advantage

Languages

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

Knowledge

- **EVALUATION and QUALITY MANAGEMENT**
EVALUATION
Evaluation of policies
Evaluation of programmes and projects
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
GENERAL PROGRAM MANAGEMENT
PROGRAM MANAGEMENT and MONITORING
PROJECT MANAGEMENT
Project monitoring methods and techniques
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Decision-making procedures in the Commission
- **INTERNATIONAL RELATIONS (generic)**
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
- **Communicating**
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Client orientation
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
Capacity to deliver in a structured way
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: