



EUROPEAN COMMISSION

Job Description Form

Job description version3 (Approved)
Job description version382390 in INTPA.G.5
Valid from02/09/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Providing expertise on the operationalisation of the Humanitarian-Development-Peace (HDP) nexus, incl ensuring a link between the Global Gateway flagships and resilience-building, conflict sensitivity, conflict prevention and thus aligning with a coherent HDP Nexus approach; being the contact point for humanitarian and emergency response issues and supporting the contact point for INCAF network (OECD International Network on Conflict and Fragility); providing support as regards conflict analysis screening and other analytical/assessment tools. Acting as the INTPA G5 contact point for relations with OECD and ICRC. Provide, where relevant, support to capacity building for ensuring conflict sensitivity, peace- and resilience-building approaches in countries affected by crises and/or fragility(ies) and undergoing transitions. The job entails providing expertise, training and support to programming, policy development and monitoring, as well as programme and project development and evaluation. The work is carried out in close cooperation with relevant counter-parts in INTPA, EU Delegations, FPI, NEAR, EEAS and line DGs (notably ECHO), as well as with Member states and civil society organisations, under the supervision of an official or a temporary agent.

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 DEVELOPMENT

- *As required, contribute to the programming, identification and appraisal of programmes in fragile and crisis countries, by providing advice and support to the geographical units and/or the Delegations.*
- *Participate in advisory, management and/or regulatory committees, working groups and/ or any other ad-hoc group of relevance*
- *Provide elements for reporting on the implementation and application of EU policies with regard to fragile and crisis situations.*
- *Participate and / or represent the Commission in advisory, management and / or regulatory committees, working groups and / or any other ad-hoc group.*
- *Provide support to geographical directorates and where appropriate to thematic directorates on actions and interventions in countries in situation of fragility or crisis and facilitate coordination with ECHO, FPI, EEAS and provide support when necessary to EU Delegations dealing with situations of major crisis and fragility, in coordination with geographic and thematic directorates and the EEAS.*
- *Draft and update reports, and briefings, as well as provide contributions to the policy dialogue within EU institutions and in international fora.*

+ TECHNICAL ANALYSIS and ADVICE

- *Contribute, by way of technical advice, through the geographical unit, to the establishment of multi-annual programming based on strategies developed by EEAS*
- *Contribute, by way of technical support, to the negotiation of financing agreements with partner institutions;*
- *Support on demand to delegations and HQ units: -methodological issues related to sector support; -annual work programmes; -programme/project identification and formulation (including the definition of criteria for call for proposals and targeted projects used by the evaluation and selection committees); -participation in management committees; - programme/project implementation; -programme/project monitoring and evaluation.*
- *Support delegations for sector policy dialogue in the framework of related programmes;*
- *Prepare Terms of Reference, contract and manage external expertise in relevant areas*

+ EXTERNAL RELATIONS

- *Contribute and/or animate relevant thematic networks;*
- *Contribute to a better communication, information sharing and coordination in the area of sector support (within INTPA, EEAS, Delegations and where appropriate line DGs, EU Agencies with EU/MS and the Council) and to improve visibility and understanding of EC development cooperation on sector related issues;*
- *Contribute (in coordination with EEAS, ECHO and others if applicable) to international fora concerning relevant thematic areas;*
- *Participate in the drafting of responses to queries on related matters, from the Council, the European Parliament and the European Court of Auditors;*
- *Interface with other DGs, EU/MS and other donors, and with international organisations and other actors on relevant thematic issues also with a view to ensuring coherence of implementation methods and instruments as between regions.*
- *Organize and participate in meetings and conference on behalf of the Unit, DG or the European Commission related to actions managed to increase the visibility and understanding of EC actions and policies*

Job requirements

Experience

+ SAFETY, SECURITY and CRISIS MANAGEMENT

Job-Related experience: at least 5 years

Qualifier: desirable

Experience in EU peace and resilience related fields; field experience with implementing/ operationalising the HDP nexus, a sound understanding of policy and programming with analysis and reporting skills; knowledge of EU institutions, related decisional processes, CFSP, CSDP, EU external action and related EU external policies; knowledge of other international or multilateral institutions would also be an asset

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *FINANCIAL and BUDGETARY MANAGEMENT*
- *POLICY*
 - *POLICY ANALYSIS*
 - *POLICY DEVELOPMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *SAFETY, SECURITY and CRISIS MANAGEMENT*
- *INTERNATIONAL RELATIONS (generic)*
 - *Stability and Peace*
 - *EXTERNAL RELATIONS*
 - *INTERNATIONAL COOPERATION and DEVELOPMENT*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to chair meetings*
 - *Ability to communicate in meetings*
 - *Capacity to communicate technical or specialised information*
 - *Feel at ease in public*
- *Delivering Quality and Results*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *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:

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:

Presentation of the entity: In the framework of DG INTPA's overall mandate, and within Directorate G 'Human Development, Migration, Governance and Peace', the thematic Unit G5 'Resilience, Peace, Security' formulates and coordinates sectoral policies in these fields by working on mainstreaming the Humanitarian-Development-Peace nexus in EU's work in Headquarters and in the field; providing expertise and support to capacity building and ensuring conflict sensitivity, peacebuilding and resilience approaches in countries affected by crises and/or fragility(ies); acting as a centre of expertise for cooperation on Security Sector Reform (SSR) transnational organised crime; protection of critical infrastructure; preventing and countering violent extremism, illicit financial flows, anti-money laundering and countering terrorist financing; Jointly managing EU crisis preparedness and analysis tools (e.g. EU Conflict Early Warning System and RPBAs/PDNAs); acting as focal point and coordination entity on the above issues with a number of partners such as the Bretton Woods institutions, the OECD, and the UN (UNDP, UN Peace Building Support Office, the UN Office on Drugs and Crime, the United Nations Office on Counter Terrorism), as well as other specialised international bodies and organisations (Interpol, the Financial Action Task Force)