



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version388769 in *INTPA.D.4*
Valid from01/09/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Evaluation Assistant

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

EVALUATION and QUALITY MANAGEMENT

Specific domain

EVALUATION

Sensitive job

No

Overall purpose

To organise and manage monitoring and evaluation activities relating to the assessment of EU international co-operation and development policies and programmes (under the supervision of the team leader).

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

+ EVALUATION and QUALITY MANAGEMENT

- *In the context of the annual planning and selection process, participate to the preparation and management of strategic evaluations or other types of evaluation as required (such as meta-evaluations, impact assessments or rapid assessments)*
- *Under the supervision of the team leader (or another AD official or FGIV contract agent), take the lead on the preparation and management of selected strategic evaluations (contribute to drafting terms of reference, establish steering groups, organise meetings and supervise quality of process and outputs)*
- *Take steps to promote feedback of monitoring and/or evaluation results into the legislative budgetary, policy and strategy development and any appropriate level of programming processes.*
- *Support the dissemination of results to stakeholders and the public and the needed coordination on this matter.*
- *Participate in tendering processes, participate or take the lead in managing contracts for results oriented monitoring and/or evaluations.*
- *Provide support to specific projects and programmes related to monitoring and evaluation, managed in the unit or by other INTPA units or Commission services*

+ EVALUATION and QUALITY MANAGEMENT

- *Contribute to reporting exercises such as capitalising on lessons from results oriented monitoring and evaluations, the annual report on external action etc., both regular and ad hoc.*
- *Contribute to thematic networks, task forces, and groups within INTPA and the Relex family services addressing specific international co-operation and development issues, as needed.*
- *Contribute to the organisation and participate to meetings with EU MS and with other stakeholders and partners, as needed*
- *Contribute to learning and knowledge sharing activities in the field of monitoring and evaluation, including through the use of new or innovative processes and tools*
- *Contribute to internal and external work to develop monitoring and evaluation methodologies, tools, practices and business processes*
- *Focal point for certain transversal and thematic issues, including if needed, on rights based approach, gender mainstreaming and equality in the monitoring and evaluation domains*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 2 years

Qualifier: essential

Experience (at least 2 years) in external co-operation policies, projects and programmes is required

+ EVALUATION and QUALITY MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: desirable

Experience (at least 1 year) in monitoring and evaluation is desirable.

Languages

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

Knowledge

- *EVALUATION and QUALITY MANAGEMENT*
 - *EVALUATION*
 - *Monitoring principles and techniques*
 - *Evaluation organisation and management*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *INTERNATIONAL RELATIONS (generic)*
 - *EXTERNAL RELATIONS*
 - *Principles of external relations*
 - *INTERNATIONAL COOPERATION and DEVELOPMENT*
 - *Development and external co-operation issues*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to communicate in meetings*
 - *Ability to understand and be understood*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Eye for detail / Accuracy*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Knowledge sharing*
 - *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: