



EUROPEAN COMMISSION

Job Description Form

Job description version 18 (*Approved*)
Job description version 192021 in *INTPA.A.3*
Valid from 01/11/2024 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Aid / Cooperation Officer

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Within the geo-unit in charge of the cooperation with Western Africa (INTPA A3), pro-actively support coordination, monitoring and implementation of horizontal/thematic tasks as required (eg. multi-annual programming, Global Gateway priorities, regional programmes, Business Fora, spending target, etc.), and/or development cooperation with a specific country/countries (including back-up responsibilities), under the supervision by the Head of Sector/Deputy HoU/ Head of Unit, as relevant.

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

- *In close coordination with other units in INTPA and relevant Delegations, facilitate that the overall policies of the Commission are well introduced and implemented in the different initiatives and actions in the designated countries/region*
- *Support the various coordination and quality control processes in INTPA A3 related to programming, monitoring and implementation of the NDICI tools and instruments and the Global gateway priorities.*
- *Support the unit in collecting information on various cross-cutting issues.*
- *Ensure follow up of implementation of Global gateway flagships in the region.*
- *Track INTPA A3 performance of spending target*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Provide advice on subjects covered by the Directorate/Unit, including analysing thematic and/or country and regional issues, writing well-documented reports and briefing the hierarchy on matters pertaining to designated countries and region for cross-cutting issues.*
- *Provide professional inputs to discussions of the relevant coordination and quality Groups at Directorate or INTPA level and facilitate the coordination between the various services involved in these processes*
- *Contribute to briefing request on various issues.*
- *Play a pro-active role in general thematic- and geo coordination, including participation in inter-service coordination meetings and inter-service consultations (e.g. written contributions).*
- *In close cooperation with other units in INTPA and other DGs to facilitate the coherence of different actions within designated countries and region.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *As focal point for regional cooperation liaise with regional unit and contribute to identify new programming of regional interest.*
- *Support the overview of INTPA A3 flagship programmes, their planning and priorities and contribution to DG INTPA requests; closely follow the project and programme planning in designated countries/topics/region in close contact with the Delegations, relevant INTPA services, and unit colleagues.*
- *Contribute to coordination efforts with Member States and other donors, including development Banks (especially regarding blending and guarantees), the Bretton Woods institutions.*
- *Support EU Delegations in ensuring the quality of project cycle, including the quality of key documents such as Action Documents (and their submission through Annual Action Programmes), and Financing Agreements.*
- *Monitor subsequent implementation, evaluation, and dissemination of results*

+ INTER-INSTITUTIONAL RELATIONS

- *Contributions to answers to questions posed by Members of the European Parliament, Council groups, European Court of Auditors.*
- *Contributions to Annual Report (or other) of INTPA (or the Directorate).*
- *Contributions for external purposes, in coordination with relevant thematic unit and geo colleague.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 3 years

Qualifier: essential

Languages

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

Knowledge

- *ECONOMICS*
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *POLICY*
 - *POLICY ANALYSIS*
 - *POLICY IMPLEMENTATION*
- *EVALUATION and QUALITY MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
- *INTERNATIONAL RELATIONS (generic)*
 - *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 communicate in meetings*
 - *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*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Coordination skills*
 - *Planning capacity*

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:

Unit INTPA A3 is responsible for International partnerships including coordination of development policy, in favour of 17 countries of Western Africa. This includes coordination and complementarity of all relevant financial instruments such as bilateral, regional and thematic allocations (including FPI instruments and those of line DGs).