



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version352898 in *INTPA.B.3*
Valid from10/04/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Relations Officer - Programme Manager for the Overseas Countries (OCTs)

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

EXTERNAL RELATIONS

Sensitive job

No

Overall purpose

Contribute to programming, programme implementation and political/policy dialogue between the EU and selected OCTs.

Contribute to the rollout and implementation of the Global Gateway strategy in the relevant areas of competence of the Unit.

Engage with EU Member States, regional organizations, international finance and development institutions as well as other stakeholders.

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

+ ANALYSIS and INTELLIGENCE

- *Monitor, assess and report on political, economic, social, fiscal, environmental, security and/or humanitarian developments in the OCTs and analyze implications of these developments for EU policies and cooperation.*
- *Provide briefing dossiers, speeches, statements, press releases and articles concerning the OCTs. Draft relevant up-to-date information for reports and websites*
- *Other analytical tasks considered relevant by the head of unit.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to drafting of the programming and implementation documents and their effective execution while advancing policy coherence for development*
- *Coordinate with stakeholders: beneficiary OCTs, Member States, international organizations, economic operators, civil society, financial institutions, and development agencies, etc.*
- *Contribute to the preparation, implementation, monitoring and evaluation of programmes or proposals for financing in collaboration with relevant actors.*
- *Prepare documents for relevant Committees' reviews, inter-service consultations and Commission Decisions and participate in evaluation committees*
- *Ensure accuracy of data in CRIS/OPSYS and conduct regular data quality control (encode entries accurately and comprehensively).*

+ TECHNICAL ASSISTANCE

- *Ensure effective and efficient programme implementation and conduct and/or supervise field visits of projects, to assess the pertinence and impact of the programmes, the performance of partner(s), the need/opportunities for further interventions and the conditions for assuring sustainability.*
- *Contribute to evaluations and effectively use their results to improve future programming/ actions.*
- *Ensure awareness of, and coordination with, other EU programmes relevant for the OCTs but not managed by DG INTPA (e.g., Erasmus, Horizon Europe, Interreg).*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Co-ordinate, prepare and process documents for relevant Committees' reviews, inter-service consultations and Commission Decisions.*
- *Co-ordinate - with all relevant stakeholders - programmes' identification and formulation*
- *Maintain effective relations with other DGs in areas of relevance for the OCTs*

+ COMMUNICATION and PUBLICATION

- *Ensure regular updating of information concerning EU's assistance provided to the OCTs.*
- *Provide information on the OCTs-EU partnership as requested by EU institutions such as the European Parliament, the Court of Auditors, etc., as well as to the wider public.*
- *Draft answers to questions and petitions of MEPs.*
- *Provide contributions to the regular dialogues with the OCTs, the Annual OCTs' Report and the Annual Report of DG INTPA.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Contribute to dialogues and negotiations in relation to all aspects linked to the OCTs-EU partnership and with all relevant partners*
- *Participate in relevant sector co-operation networks for the OCTs and related regions.*

+ CONFERENCES and EVENTS

- *Actively contribute to the preparation and organization of major events (such as the OCTs-EU Forum).*
- *Contribute to political/policy dialogues between the EU and the OCTs such as the tripartite meetings and partnership working parties.*
- *As appropriate, prepare and participate in Council meetings on political and development strategy issues, in relevant EP Committee meetings or in other meetings concerning the OCTs.*

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 2 years

Qualifier:essential

Required is a minimum 2-year work experience in external affairs, including political dialogue, development cooperation and policy coordination.

+ CONTRACT MANAGEMENT, PROJECT MANAGEMENT, PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:essential

Required is a minimum 2-year work experience in programme/project/contract management.

Advantage: work experience of at least 6 months with EU budget support and EU programme/project/contract management.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT*
- *POLICY
POLICY DEVELOPMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *COMMUNICATION and PUBLICATION*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
- *REPRESENTATION and NEGOTIATION*
- *INTERNATIONAL RELATIONS (generic)
EXTERNAL RELATIONS
EU External Assistance policies
EU External Assistance instruments*

Competences

- *Analysing and Problem Solving*
- *Communicating*
- *Delivering Quality and Results*
- *Learning and Development*
- *Prioritising and Organising*
- *Resilience*
- *Working with Others*

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: The Directorate-General for International Partnerships (DG INTPA) contributes to sustainable development through international partnerships that uphold and promote European values and interests. DG INTPA's Directorate B is responsible for developing and implementing the international partnerships' agenda in Latin America, the Caribbean and with all Overseas Countries and Territories. Unit B.3 within Directorate B ('All Overseas Countries and Territories - OCTs) is in charge of the partnership established between 13 OCTs and the EU through the implementation of the Decision on the Overseas Association, including Greenland (DOAG). It coordinates the relations with OCTs, including political and policy dialogue, and programme management - in cooperation with relevant Commission's DGs and the EEAS, and in close consultation with three Member States to which OCTs are linked (Denmark, France, the Netherlands).