



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version 164529 in *INTPA.F.2*
Valid from 31/03/2023 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - WATER

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

CLIMATE, ENVIRONMENT and NATURAL RESOURCES

Specific domain

WASTE MANAGEMENT and RECYCLING

Sensitive job

No

Overall purpose

The Policy Officer for "Water" supports: sector analysis and the formulation of policies; the development of programming documents and implementing actions; quality support; thematic support, training and knowledge sharing; the monitoring of EU development cooperation; the management of actions; communication and visibility.

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

+ TECHNICAL ANALYSIS and ADVICE

- *Analyse trends and evolution of EU and other donors' assistance and related sector policies and disseminate the results.*
- *Assess sector policies, cross-cutting issues and the most appropriate use of the various aid modalities and instruments available*
- *Identify best practices and lessons learnt from the past.*
- *Coordinate policy proposals with line DG's, Member states and, where appropriate, with other donors, including with regard to existing or emerging global initiatives or to the external dimension of internal policies notably on Policy Coherence for Development (PCD).*
- *Assist where relevant geographic Directorates, the EEAS, Member states and, where appropriate, line DGs in the negotiation of agreements with developing countries directly impacting external assistance under the themes covered by the unit (e.g. trade negotiations, fishing agreements, climate change).*
- *Assist in the thematic and where appropriate geographic evaluations. Contribute to the definition and the setting up of new thematic financial instruments/programmes within the MFF.*

+ TECHNICAL ANALYSIS and ADVICE

- *Contribute to a better communication, information sharing and coordination (within INTPA and with EEAS, Delegations and where appropriate line DGs, with EU/MS and the Council) and improve visibility and understanding of EU development cooperation on sector related issues*
- *Contribute to the improvement of EU and other donor practices by promoting Aid effectiveness principles like the harmonisation, alignment and coordination and the division of labour and supporting the development and use of indicators assisting EU and other donors to account for results of overall development cooperation efforts.*
- *Represent EuropeAid in international fora related to sector/thematic related matters, while striving towards coordinated EU positions and speaking with one voice as between Commission and Member States.*
- *Where EU financial contribution is provided to global initiatives, participate to the decision making bodies and working groups set up for the management of those initiatives, in accordance, where appropriate, with arrangements agreed between donors on donor representation therein.*

+ EVALUATION and QUALITY MANAGEMENT

- *Operational guidelines and practical tools: - Develop and update sector based operational guidelines, including sector policy support programmes and related themes. - Participate to development of relevant indicators to measure effectiveness of development assistance. - Develop practical tools for operational guidance, in particular terms of reference for the different phases of the project cycle to be directly used by operational staff (delegation and HQ units).*
- *Analysis and feedback on sector related, topics: - Review best practices including approaches, procedural matters and lessons learnt from the past.*
- *Sector and thematic training: - advice on the preparation, programming content of training modules. - participate in HQ, regional or in-country training courses and workshops organised for delegations and/or national participants (including their planning).*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Draft thematic strategy papers, multi-annual and annual programming documents.
- Ensure appropriate coordination with geographic Directorates, other thematic units, line DG's, Member states and, where appropriate, with other donors.
- Lead on the identification, formulation of specific actions to implement the programming documents.
- Draft the guidelines, publish and evaluate the global calls for proposals.
- Ensure implementation of the specific actions and related monitoring and evaluation.
- Contribute to the preparation of the APS and EU budget as well as to the budgetary process and procedures during the year of budget implementation. Contribute, together with the competent financial/contractual unit, the Geographical Directorates and the Delegations, to the monitoring of and the reporting on contracting and payments. Assist upon demand Delegations in sector policy dialogues.

Job requirements

Experience"

+ CLIMATE, ENVIRONMENT and NATURAL RESOURCES

Job-Related experience: at least 3 years

Qualifier: an advantage

Professional capacity in project management during the design and implementation phases

Experience in an European Union Delegation in managing external aid projects/programs

Experience in supporting policy initiatives/programs in sectors related to EU development policy

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*
BUDGET and FINANCE
Financial regulation and procedures
- *AUDIT, CONTROL and INSPECTION*
INTERNAL CONTROL
Control rules and procedures
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
Missions and mandates of the Directorate General
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid
AID COOPERATION

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
- *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*
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
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:

2 à 4 missions par an

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: