



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Active*)
Job description version351518 in *INTPA.G.5*
Valid from21/06/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Thematic Expert - Peace

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Provide expertise and thematic/operational support on Conflict Sensitivity, Conflict Prevention, and Peacebuilding. This includes:

- Supporting EU and "Team Europe" country/regional context analyses. This covers notably methodology development and work on early warning, political economy, as well as various forms of conflict risk analyses and risk assessments as mandated by NDICI-Global Europe;
- Supporting mainstreaming of conflict sensitivity in EU programmes. This implies thematic and operational support to EU Delegations in fragile settings, as well as co-creation in the identification and formation of actions with other DG INTPA geographic, horizontal, and thematic units, other Commission services, and the EEAS (including through knowledge management, delivery of training initiatives and incorporation of relevant activities in EU programming);
- Following International Peace Architecture developments and enhancing EU & Team Europe and like-minded partners coordination in these areas (including AU, UN, IFIs).
- Supporting prevention, good governance and dialogue efforts, including on specific themes and cross-cutting issues such as DDR (disarmament, demobilisation and reintegration) and Transitional Justice;
- Acting as focal point in the unit on Human Rights and links with conflict, peace and security;
- Supporting Stabilisation efforts in liaison with EEAS, Team Europe, and other relevant partners.

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 development, management, monitoring and/or evaluation of policies and/or legislation of the Directorate-General and the Commission with regard to development and cooperation with countries in situation of fragility or crisis*
- *Draft new or amended policy documents, including green papers, white papers, communications, etc.*
- *Produce or contribute to policy guidelines, strategy and methodological papers*
- *Follow up policy proposals through the inter-institutional decision-making process, including adoption by the Commission, European Parliament and / or Council of the European Union*
- *Ensure coherence and consistency of the policies of the Directorate with the overall objectives of the Directorate-General.*

+ POLICY MONITORING

- *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*
- *As lead or support provide elements for reporting on the implementation and application of EU policies with regard to fragile and crisis situations.*
- *In coordination with the Geographical units facilitate the INTPA Crisis Coordination Platform and support the implementation of operational decisions taken in that framework*

+ ANALYSIS and INTELLIGENCE

- *In the geographical area as well as with regard to specific subject matters provide elements of strategic analysis and keep track of the major developments with regard to the fragility and crisis status*
- *Provide input to the Commission's crisis preparedness and response planning and support coherence of EU's actions in a given crisis*
- *Support the monitoring and follow-up of potential and current crisis situation, as well as security threats*

+ EXTERNAL RELATIONS

- *Feed and maintain permanent relations with the Crisis Management structures of other EU institutions and EC services, especially with the CFSP entities and related EU bodies*
- *Participate to Inter-Service Groups, Working Groups and Task Forces relevant to the unit's mandate*
- *Participate in the Commission and INTPA in Council Working Groups and parties or any other interservice groups of relevance*

+ EXTERNAL RELATIONS

- *Both at policy and operational level provide support to develop and maintain partnerships with relevant international players, including the UN System, the World Bank, Regional organisations, bilateral donors, the OECD and continental and regional bodies (AUC, etc)*
- *Support dialogue and coordination with EU Member States, other major donor countries and institutions, with regard to the management of situations of fragility and crisis*
- *Provide a dedicated entry point for the DG/Service according to the Business Continuity Plan*

+ CONTRACT MANAGEMENT

- *Management of relevant contracts and credits pertaining to peace and conflict sensitivity thematic support.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT, OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, EXTERNAL RELATIONS, POLICY ANALYSIS, EU and POLITICS (general), POLICY DEVELOPMENT, POLICY IMPLEMENTATION

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
 - *GOVERNANCE*
- *INTER-INSTITUTIONAL RELATIONS*
 - *Administrative rules and procedures of the institutions of the European Communities*
- *JUSTICE and HUMAN/CIVIL RIGHTS*
 - *JUSTICE, FREEDOM and SECURITY*
 - *Human rights*
 - *ETHICS and EQUALITY*
- *SOCIAL SCIENCES and POLICIES*
 - *SOCIAL INCLUSION and POVERTY REDUCTION*
 - *Inclusive society*
- *INTERNATIONAL RELATIONS (generic)*
 - *Stability and Peace*
 - *Stabilisation and peace building*
 - *Peace and conflict management*
 - *Conflict prevention and resolution*
 - *EXTERNAL RELATIONS*
 - *EU External Assistance instruments*
 - *EU FOREIGN RELATIONS (excl Security and Defence)*
 - *EU relations with the United Nations (UN)*
 - *United Nations (UN) organisation and agencies*
 - *Foreign Policy Instruments*

Competences

- *Communicating*
 - *Ability to understand and be understood*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
- *Prioritising and Organising*
 - *Coordination skills*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Knowledge sharing*

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:

Occasional missions/travel and flexible hours at peak work moments.

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 RPBA/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)