



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Draft*)
Job description version319634 in FPI.5
Valid fromuntil

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Relations Officer

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EU FOREIGN RELATIONS (excl Security and Defence)

Specific domain

Sensitive job

No

Overall purpose

To provide policy advice and ensure effective implementation of foreign policy regulatory instruments under the responsibility of FPI - Kimberley Process (KP) on conflict diamonds and trade restrictions concerning goods which could be used for capital punishment, torture or other ill treatment - and related aspects of EU law. Ensure effective planning, information exchange and implementation of the regulatory instruments in line with corporate procedures. Contribute to representation of the EU in the relevant fora and to the liaison with key stakeholders.

Legal disclaimer

Users are advised to check the available list of Legal Disclaimers related to their contract type.

Functions and duties

+ MONITORING LEGISLATION

- *Monitor implementation by the Member States of Regulation N° 2368/2002 implementing the Kimberley Process Certification Scheme (KPCS) for the international trade in rough diamonds.*
- *Monitor implementation by the Member States of Regulation (EU) 2019/125 concerning trade in certain goods which could be used for capital punishment, torture or other cruel inhumane or degrading treatment.*
- *Ensure respect of legislative deadlines and timely reporting*
- *Ensure timely management of an IT tool used for management and analysis of KPCS data collected from the competent Union authorities (Adamas) as well as of an IT module dedicated to the exchange of export denials and the exchange of information concerning trade on goods which could be used for capital punishment, torture or other cruel, inhuman or degrading treatment (DUeS)*

+ POLICY COORDINATION

- *Provide advice and input on the effective implementation of the regulatory instruments under FPI's responsibility, including on the definition of strategic objectives relating to the implementation and representation of the EU in the relevant fora.*
- *Prepare relevant and timely briefings material*
- *Participate in the meetings of Kimberley Process working groups based on agreed lines to take, analyse documents received, ensure consultations and seek timely instructions, proposing a way forward or options where appropriate*
- *Report back to hierarchy on working group meetings in a timely way - flag important issues to the attention of colleagues and hierarchy*
- *Monitor & keep hierarchy informed on relevant developments of policy areas having an impact on FPI's regulatory instruments, notably in the field of restrictive measures, trade, raw materials and human rights*
- *Replace other colleagues as appropriate + PRODUCING LEGISLATION (generic)*
- *Prepare, draft, update, consolidate and / or codify proposals for Union legislation in the area of regulatory foreign policy instruments, as needed, and / or amendments thereof.*
- *Follow such legal instruments through the inter-institutional decision-making process.*
- *Prepare, draft, update reports on the application of the Union legislation in the area of regulatory foreign policy instruments, as needed*
- *Carry out and / or manage studies, external and internal consultations and extended ex-ante impact assessments aimed at the preparation of new Community legislation and / or amendments thereof where necessary*
- *Carry out evaluations where necessary*
- *Manage, study and report on results of stakeholder consultations*

+ INTER-INSTITUTIONAL RELATIONS

- *Maintain contacts with Member States, third countries, UN bodies, economic operators and civil society organisations with respect to EU Foreign Policy Regulatory Instruments.*
- *Prepare meetings of the Committee under Regulation (EC) No 2368/2002 implementing the Kimberley Process Certification Scheme.*
- *Prepare meetings of the Coordination Group under Regulation (EU) 2019/125 concerning trade in certain goods which could be used for capital punishment, torture or other ill treatment.*
- *Participate and/or prepare lines to take in/for meetings of Council working parties and European Parliament Committees, and meetings and teleconferences of international working bodies.*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Launch and respond to inter-service consultations on the regulatory instruments under FPI's responsibility*
- *Contribute to effective co-ordination and co-operation between FPI and Directorates General involved on policy issues relating to FPI's regulatory instruments*
- *Replace other colleagues as appropriate*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Co-ordinate preparation of meetings, workshops, seminars and other events.*
- *Draft letters and notes.*
- *Follow-up of incoming and outgoing mail.*
- *Replace colleagues as necessary*

Job requirements

Experience"

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE, LAW MONITORING and IMPLEMENTATION

Job-Related experience:at least 1 year
Qualifier:essential

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 1 year
Qualifier:essential

+ POLICY MONITORING, POLICY IMPLEMENTATION, POLICY DEVELOPMENT

Job-Related experience:at least 1 year
Qualifier:desirable

Languages

| | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|-----------------------|----------------------|---------|
| English | C2 | C2 | C2 | C2 | C2 |
| French | B2 | B2 | B2 | B2 | B2 |

Knowledge

- *TRADE*
 - *Trade and development matters*
 - *External Trade*
- *POLICY*
 - *POLICY IMPLEMENTATION*
 - *Rules and procedures concerning the implementation of EU policies*
- *LAW*
 - *LEGAL ANALYSIS, ADVICE and ASSISTANCE*
- *INTERNATIONAL RELATIONS (generic)*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Negotiation skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Eye for detail / Accuracy*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *Resilience*
 - *Perseverance*
- *Working with Others*
 - *Ability to work in a team*
 - *Confidentiality*
 - *Diplomatic skills*
 - *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:

The job entails missions to countries participating in the Kimberley Process

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: 18/04/2024