



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version267807 in *INTPA.D.2*
Valid from09/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Multilateralism and SDG Global dimension - Relations with the OECD

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

ANALYSIS and INTELLIGENCE

Sensitive job

No

Overall purpose

Develop a long-term vision for the implementation of the 2030 Agenda for Sustainable Development, including the revision of the EU development policy framework. Support a more coherent Multilateral strategy of the EU, including with respect to EU programming and relations with UN and International Organisations. Provide support to the management of all aspects of relations with the OECD of relevance to DG INTPA, in particular with the OECD Development Assistance Committee (DAC) and its subsidiary bodies and the OECD Development Centre. Act as INTPA focal point for the EU Delegation in Paris on all multilateral issues (UN, OECD etc.).

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

- to formulate strategic orientations for development policy, multilateralism and to prepare, where relevant, Green Papers and Communications
- to identify emerging issues significant for the 2030 agenda and Multilateralism, and at the OECD specifically.
- to contribute to the inter-institutional decision making process, including adoption by the Commission, the European Parliament and the Council of the European Union
- to prepare and carry out internal and external consultations and integrate results in the formulation of development policies
- to conduct debates on EU development policy

+ POLICY ANALYSIS

- to analyse the results of policy and geographic evaluations in the field of development
- to identify gaps and to recommend areas of research pertinent for EU policy making
- to prepare "fact sheets" or "discussion papers" on selected issues
- to follow up the international debate on development policy and multilateralism.

+ POLICY MONITORING

- to contribute to the screening of EU programmatic work with Multilaterals and on multilateral issues.
- to contribute to reviews on EU support to the SDGs

+ RELATIONS with MEMBER STATES and CIVIL SOCIETY

- to establish and maintain regular contacts and exchanges with other European institutions, Member States, third countries, public and private international organisations and/or with research institutions
- to reply to requests of information from other European Institutions, Member States and the public in general
- to organise and participate, under the supervision of a Commission Official, in meetings with stakeholders, including researchers, European Institutions, third countries and other (international) organisations on Agenda 2030 and Multilateralism matters
- to provide inputs and support in advisory, management and/or regulatory committees, working groups and/or any other ad-hoc group
- to disseminate and promote dialogue on 2030 Agenda and Multilateralism through presentations, publications and workshops

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- to prepare briefing notes and speeches, including for the President, the Commissioner and the Director General.

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 3 years

Qualifier:an advantage

+ POLICY DEVELOPMENT

Job-Related experience:at least 3 years

Qualifier:essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- *CLIMATE, ENVIRONMENT and NATURAL RESOURCES*
ECOLOGICAL NATURAL RESOURCE EFFICIENCY
Sustainable development
- *POLICY*
- *LAW*
LEGISLATIVE WORK
Preparation and adoption of legislative proposals and other acts
- *EVALUATION and QUALITY MANAGEMENT*
EVALUATION
Evaluation of policies
Monitoring principles and techniques
IMPACT ASSESSMENT
Impact of policies, legislation or programmes
- *COMMUNICATION and PUBLICATION*
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Organisation rules and procedures for high level meetings
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Mandate and working modalities of relevant working groups, committees and / or task forces
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
Rules and procedures concerning acquis transposition by Candidate Countries

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
Drafting skills
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Stress resistance

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: