



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (Active)  
Job description version254389 in INTPA.G.6  
Valid from16/09/2022until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Manager - and Policy Officer on Migration and Forced Displacement.

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

MIGRATION

**Sensitive job**

No

**Overall purpose**

To contribute to the mission of DG INTPA's unit in charge of migration and forced displacement, by providing expertise, analytical and strategic guidance and support in the overall thematic area of migration, with a specific focus on forced displacement. This includes aspects of policy development as well as programmatic and operational implementation in the thematic area of migration and forced displacement. The job holder shall, under the supervision of the head of sector, deputy head and head of unit, contribute to policy and strategy formulation and coordination; provide thematic and sectoral support and guidance to other INTPA units and EU delegations, including on the design and operational management of migration and forced displacement Actions. The job holder will also be directly responsible for the management and monitoring of projects and programmes on migration and forced displacement implemented by the unit.

**Legal disclaimer**

## **Functions and duties**

### **+ POLICY DEVELOPMENT**

- *Contribute to the formulation and coordination of the European Commission's and INTPA's policies and strategies on migration and forced displacement, as well as the preparation of sector policy documents (staff working papers, communications, etc.), in close consultation and collaboration with EU Delegations and geographic and horizontal units.*
- *Take on a unit focal point role for one or several forced displacement policy issues; draft relevant position papers, respond to briefing requests, parliamentary questions and interservice consultations and coordinate unit input into relevant policy papers.*
- *Support geographic, horizontal and other thematic units of INTPA as well as EU Delegations in elaborating and implementing policies related to migration and forced displacement.*
- *Contribute to strengthening collaboration and coordination with other services of the Commission (in particular DGs NEAR, ECHO, HOME, SG) and the EEAS.*
- *Develop and maintain close contact, coordination and cooperation with representatives of the EU Member States, The Council, the European Parliament, partner countries and their regional organisations, civil society organisations; related UN agencies and other international organisations, think-tanks and research organisations, etc.*
- *Participate in and represent the European Commission and DG INTPA in relevant thematic coordination meetings, conferences, regional seminars and global fora. Contribute to adequate communication and visibility on EU policies on forced displacement. Prepare presentations, press releases and any other communication and visibility material, as relevant*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the programming of migration and forced displacement relevant programmes (geographic and thematic) under the NDICI-Global Europe instrument.*
- *Contribute to the identification and formulation of migration and forced displacement programmes and projects, in close collaboration and co-creation with INTPA geographic and thematic units, EU Delegations, other Commission services and the EEAS and relevant stakeholders in partner countries.*
- *Contribute to the elaboration / drafting of Annual Action Plans (AAP) under the migration and forced displacement part of the "Global Challenges" thematic programme.*
- *Ensure appropriate management and monitoring of projects under the Global Challenges programme in the area of forced displacement. This includes operational and financial verification of contracts and project reports, respect of budgetary and contractual obligations and validation of payments, and encoding and validation of relevant project information in relevant data systems (CRIS/OPSYS).*
- *Prepare or contribute to reports, presentations and communication on results and information to internal and external stakeholders.*
- *Contribute to ensure coherence between the EU support to migration and forced displacement at global, regional and national levels, as well as EU support to other thematic areas.*

**+ EVALUATION and QUALITY MANAGEMENT**

- Support geographic, horizontal and thematic directorates of INTPA as well as EU Delegations in the identification, formulation and implementation of projects and programmes related to migration and forced displacement, through technical analysis, guidance and operational support.
- Thematic support/guidance to EU Delegations (including through quality support missions), INTPA colleagues and project implementing partners on operational project implementation.
- Contribute to the preparation of thematic and project management guidance, tools and instruments (manuals, guides, templates, etc.) as well as provision of training for staff at HQ and EU Delegations.
- Ensure quality support and control of programming, identification, formulation and implementation through close cooperation and continuous consultation with relevant services and stakeholders, including through the relevant processes (QRM, ISC, INTPA migration and forced displacement network, EU Delegations, international organisations and civil society).
- Provide assistance to the launch and smooth implementation of various external programme and project evaluations and audits (contributions to drafting of TORs, tender processes and input into evaluation content/quality control of evaluation results).

<b>Job requirements</b>
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**Experience"**

**+ INTERNATIONAL RELATIONS (generic)**

Job-Related experience:at least 3 years

Qualifier:essential

Experience should relate to policy and programme management in Migration, Forced Displacement and Development. Specific knowledge of forced displacement issues and situations will be of particular relevance. Field experience in developing countries, notably in Asia, will be a strong asset.

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

**Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*FINANCIAL and BUDGETARY MANAGEMENT*
- *POLICY*  
*POLICY COORDINATION*
- *EVALUATION and QUALITY MANAGEMENT*  
*EVALUATION*  
*IMPACT ASSESSMENT*  
*Impact of policies, legislation or programmes*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*PROJECT MANAGEMENT*  
*Project monitoring methods and techniques*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*  
*EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*  
*Mandate and working modalities of relevant working groups, committees and / or task forces*

## 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*  
*Ability to understand and be understood*  
*Capacity to communicate technical or specialised information*  
*Drafting skills*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Client orientation*  
*Quality & process management abilities*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*  
*Self-development*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*  
*Perseverance*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*  
*Knowledge sharing*  
*Sociability skills*

<b>Job Environment</b>
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### **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:**

Currently the work is performed in hybrid mode, i.e. at least 2 days physical presence in the office.

**Other****Comments:**