



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Active*)
Job description version351795 in *INTPA.G.4*
Valid from15/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Aid / Cooperation Officer - Health

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

HEALTH

Sensitive job

No

Overall purpose

The jobholder assists the Commission in policy and strategy formulation and analytical work in the field of public health and financing in development cooperation effectively linking policy development and implementation at country level. The jobholder will also manage cross-cutting files such as financing and contracting coordination, and 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

+ POLICY DEVELOPMENT

- *Contribute to the formulation and coordination of INTPA's health and development actions, as well as the preparation of sector policy documents (staff working papers, communications, etc.), in close consultation and collaboration with EU Delegations and geographic coordination units.*
- *Take on unit focal point role for one or several health or human and social development policy issues and/or health focal sector countries; draft relevant position papers, respond to briefing requests, parliamentary questions and inter-service consultations and coordinate unit input into relevant policy papers.*
- *Support the monitoring of Commission and EU Member States' performance against existing EU commitments. Contribute to strengthening collaboration and coordination with other services of the Commission (in particular DGs SANTE, HERA, SG and ECHO) and EEAS.*
- *Under the supervision of an Official or Temporary Agent participate in relevant development and health coordination meetings, conferences, regional seminars and global fora.*
- *Under the supervision of an Official or Temporary Agent contribute to the communication on EU policies on health: helping the EC arrange and participate in meetings and events on health; liaising with representatives of the EU MS, the EP and civil society; related UN agencies, the World Bank, the African Union; preparing policy guidance, briefings, presentations, reports, press releases and any other communication related to carrying out initiatives in relevant areas; preparing responses to letters as relevant.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Analyse and contribute to preparing/drafting programme and project proposals, in close collaboration with EU Delegations, relevant stakeholders in partner countries and geographic coordination units*
- *Contribute to the elaboration / drafting of Annual Action Programmes (AAP) under the NDICI thematic Programme "Global Challenges PEOPLE".*
- *Coordination of cross-cutting matters such as financing and contracting follow-up, communication and visibility, and event organisation.*
- *Under the supervision of an Official or Temporary Agent reporting, presentations, communication on results and information to stakeholders within the Health sector under the supervision of an Official or Temporary Agent*
- *Management of projects under responsibility of Unit G4. This includes operational and financial verification of contracts and project reports, respect of contractual obligations and validation of payments, and encoding and validation of relevant project data and processes in CRIS and OPSYS.*
- *Contribute to ensure coherence between the global health initiatives to which the EU is contributing, regional and country programmes as well as thematic support provided by the Unit and relevant facilities.*

+ EVALUATION and QUALITY MANAGEMENT

- *Technical analysis and advice - Operational support in the area of third country programmes: provide continuous thematic support/advice to EU Delegations (including through quality support missions), unit colleagues and project implementing partners; participate in the preparation of thematic and project management guidance, tools and instruments (manuals, guides, templates, etc.) as well as the provision of training for staff at HQ and EU Delegation level.*
- *Quality support and control of programming and operations through continuous consultation with relevant services and stakeholders by using the EU's relevant processes (e.g. ISC, INTPA health network, EU Delegations, international organisations and civil society).*
- *Provide assistance with the launch and implementation of various external programme and project evaluations (contributions to drafting of Terms of Reference, tender and call for proposals processes and input into evaluation content/quality control of evaluation results).*

Job requirements

Experience"

+ COMMUNICATION and PUBLICATION, PROGRAM MANAGEMENT and MONITORING, POLICY, HEALTH

Job-Related experience: at least 2 years

Qualifier: an advantage

Experience should relate to policy and programme management in Public Health and/or Health Systems Management with particular relevance for resource poor countries and settings.

Experience in coordinating financing and contracting matters, communication and visibility, and event management would be an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B1
English	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
FINANCIAL and BUDGETARY MANAGEMENT
Budgetary requirements, allocations, monitoring and reporting
- *POLICY*
POLICY COORDINATION
- *EVALUATION and QUALITY MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
Numeracy
- *Communicating*
Ability to communicate in meetings
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Accountability
Conscientiousness
Eye for detail / Accuracy
Financial management skills
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Working with Others*
Ability to work in a team
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:

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: