



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version366680 in *INTPA.G.6*  
Valid from26/05/2024until

#### 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**

MIGRATION

**Specific domain**

**Sensitive job**

No

**Overall purpose**

The jobholder is expected to contribute to the formulation, coordination and implementation of policies, strategies and approaches on forced displacement; provide thematic expertise, advice, support and guidance to colleagues in INTPA headquarters and in EU delegations, including on the operational management and implementation of forced displacement programmes; but also directly oversee and manage programmes in these areas.

**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 policies and strategies on forced displacement, as well as the preparation of thematic policy documents (staff working papers, communications, etc.), in close consultation and collaboration with EU Delegations and geographic and horizontal units.*
- *Take on the task as a unit focal point for one or several forced displacement related 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 forced displacement.*
- *Contribute to strengthening collaboration and coordination with other services of the Commission (in particular DGs HOME, NEAR, ECHO, SG) and the EEAS and contribute to the implementation of the Team Europe approach.*
- *Organise and participate to relevant coordination meetings, conferences, regional seminars and global fora and events. Prepare presentations, press releases and any other communication and responses to letters, as relevant.*
- *Contribute to the strategic communication on EU policies on forced displacement. Ensure good relations with representatives of EU Member States, the European Parliament, partner countries and their regional organisations, civil society organisations; related UN agencies, the World Bank, etc*

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

- *Contribute to the programming of forced displacement relevant programmes (geographic and thematic) under the NDICI.*
- *Contribute to the identification and formulation of programmes and projects, in close collaboration with 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 NDICI "Global Challenges" thematic programme.*
- *Ensure appropriate management and monitoring of projects under the Global Challenges programme. 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/OPSYS.*
- *Contribute to adequate reporting, presentation and communication on results and other information to stakeholders within the migration and forced displacement development sector.*
- *Contribute to ensure coherence between the support to global migration and forced displacement initiatives, other global and thematic support and the region and country level*

+ 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 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.
- Provide assistance to the launch and smooth implementation of various external programme and project evaluations (contributions to drafting of TORs, tender processes and input into evaluation content/quality control of evaluation results)

**Job requirements**

**Experience"**

+ INTERNATIONAL RELATIONS (generic), INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 3 years

Qualifier: essential

The jobholder will be a member of the Unit responsible for providing thematic expertise in the areas of migration and forced displacement in the Directorate General International Partnerships (INTPA), responsible for the EU cooperation with partner countries in Sub-Saharan Africa, Asia and the Pacific and the Americas. The jobholder will notably be a member of one of the two sectors in the unit dealing with all aspects of migration and forced displacement. In this role, and under the supervision of a head of section, the deputy and Head of Unit, (s)he will contribute with his/her thematic knowledge and expertise to successfully implement the unit's tasks in line with its mission statement. Experience should relate to policy and programme management in migration, forced displacement and development. Specific knowledge of migration and forced displacement issues outside of the European Union will be of particular relevance. Field experience in relevant contexts, notably in EU Delegations in developing countries and more specifically in Africa, will be an asset.

**Languages**

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

## **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*
- *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*
- *Working with Others*

## **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:**

DG International Partnerships (INTPA) is responsible for the elaboration of EU international cooperation and development policies and strategies as well as the formulation and implementation of EU international cooperation and development cooperation in Sub-Saharan Africa, Asia and the Pacific and the Americas. We are Unit INTPA G6 – Migration, Forced displacement. The Unit includes 14 people and consists of 2 sections: (1) migration and (2) forced displacement. The mandate of unit G6 Migration and Forced Displacement is based on three main priorities: - The formulation of EU policies, strategies and approaches on migration and forced displacement, in the context of the migration-development nexus, and representation and participation in policy dialogues on these issues at European and international level and in particular with partner countries in the developing world; - Providing thematic guidance and support to EU delegations and colleagues in INTPA on how to address migration and forced displacement considerations in EU cooperation with partner countries. Activities include drafting orientation material, organizing trainings, providing tailor made support on demand, as well as contributing to the quality processes in place in INTPA; - Management and budgetary execution of the migration and forced displacement related components of the thematic programme Global Public Goods and Challenges under the Development Cooperation Instrument, and the thematic programme Global Challenges under the Neighbourhood, Development and International Cooperation Instrument.

**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:**

Unit Size: 10 to 15 people Gender balance (within the entity): Unit with 2 sections: (1) migration and (2) forced displacement