



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version299103 in *INTPA.F.1*
Valid from08/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Policy Officer - External Relations

Domains

Generic domain

INTERNATIONAL PARTNERSHIPS

Intermediate domain

Specific domain

CLIMATE CHANGE

Sensitive job

No

Overall purpose

Contribute to the rollout and implementation of the Global Gateway Strategy and Team Europe Initiatives on Climate change adaptation, mitigation and DRR, Disaster Risk Financing, and areas of competence of the Unit/ Directorate in co-creation with other geographic units, services and partners; provide Geographic services and EU delegations with thematic guidance to integrate climate change and DRR into programs, actions and investments in support of the attainment of the NDICI 30% target to fight Climate Change; manage technical assistance facilities in the area of climate change; support quality review, training and knowledge sharing; engage in and promote sector and thematic relations within the Commission and other EU institutions, Member States and other stakeholders; manage thematic projects and programs, including financial instruments.

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

+ TECHNICAL ANALYSIS and ADVICE

- *Develop and formulate policies, strategies, concepts, and guidelines relevant to the specific tasks of the job and the Unit's activities, notably in the field of international partnerships related to climate change adaptation, mitigation, and disaster risk reduction (DRR).*
- *Contribute to the development of new actions and investments in coherence with other Commission policies, and Follow up policy proposals through the inter-institutional decision-making process, including adoption by the Commission, European Parliament and / or Council of the European Union.*
- *Assist the geographic services and EU delegations in integrating Commission priorities and policies into country and regional programming, implementing strategies, and making the most appropriate use of the various aid modalities and instruments available, Assist with the sector policy dialogue at national/regional level where required, and Assist where relevant Geographic services, the EEAS, Member States, and where appropriate line DGs, in the negotiation of agreements with partner countries directly impacting external assistance under the themes covered by the unit.*
- *Ensure effective support to the Delegations for the institutional, operational and beneficiary participation aspects in the implementation of projects and programs and Provide technical support to the negotiation of financing agreements with the relevant institutions of partner organizations and countries.*
- *Contribute to the thematic and where appropriate geographic evaluations. Analyse trends and evolution of EU and other donors' assistance on climate and DRR and disseminate the results, Contribute to work through co-creation on climate change and DRR, acting together and drawing on the expertise of colleagues, to identify, build & develop common actions & policies under the DGs strategic objectives.*
- *Analyse and contribute to drafting sectoral policies in the climate domain. Drafts analysis documents, analytical papers, studies, briefings and lines to take in relation to topics of interest to the EU in the climate domain – either mitigation, adaptation or disaster reduction. Contribute to the organisation and ensures participation in events of interest on climate at international level as well as participates in inter-service coordination meetings within the European institutions and with member countries.*

+ POLICY COORDINATION

- *Ensure coherence of the Unit's activities with relevant Commission policies. Examine and respond to Inter-service Consultations of other units, directorates and directorate generals to secure policy coherence in thematic or geographic areas.*
- *Coordinate policy proposals with line DGs, Member States and where appropriate with other donors, including regarding global initiatives relevant to the activities of the Unit.*
- *Contribute to the improvement of EU and other donors practices by promoting Aid effectiveness principles like the harmonisation, alignment and coordination and the division of labour, as well as supporting the development and use of indicators assisting the EU and other partners to account for results of overall development cooperation efforts.*
- *Represent the Commission vis-à-vis representatives of the Member States, other countries, institutions, public/private organisations and civil society concerning issues of relevance to the policy and work of the unit and in particular regarding energy.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the definition of the unit's overall strategic objectives, work program and specific objectives ensuring that climate change is effectively integrated and justified. Contribute to the rollout and implementation of the Global Gateway Strategy and Team Europe Initiatives on Climate change adaptation, mitigation and DRR, Disaster Risk Financing, and areas of competence of the Unit/ Directorate*
- *Assist in the programming and preparation of programmes and projects (plus requested studies) and ensure that all necessary conditions (institutional, budgetary, logistical, etc.) are met when launching programmes/projects. Assist with all aspects of the contracting and procurement processes (drafting Terms of Reference, launching tenders or call for proposals, finalising delegation agreements etc.).*
- *Manage and monitor the implementation of projects and programmes under the Unit's responsibility incl. financial instruments. Maintain cooperation with implementing partners, attend relevant committees and events, ensure reporting requirements are met and disseminate project results to relevant audience, contribute to monitoring and evaluation. Contribute to the establishment and management of annual budgetary resources allocated to the programmes managed by the climate sector. Verify the financial and budgetary aspects of programs / projects carried out under his / her responsibility.*
- *Monitor deadlines for the tasks assigned to the section and ensure timely delivery of outputs. Keep the HoU/DHoU/TL informed of any significant development or issues. Monitor overall progress and compliance with EU rules on correct administrative, contractual and financial management, including procurement rules. Monitor progress of operations against the set plan and provide progress reports to stakeholders.*
- *Carry out the function of operational initiation -GESTOPE- (or when required verification) for the projects under management.*
- *Participate in the decision-making bodies and working groups set up for the management of initiatives in accordance with applicable arrangements agreed therein. Organise and manage expert groups.*

+ COMMUNICATION and PUBLICATION

- *Contribute to the preparation of briefings for the DG management, CAB/Commissioner or other as requested for issues related to international cooperation in the field of climate change, disaster risk reduction and related programmes.*
- *Assist managers and colleagues in the unit / service in internal communication processes and networking contacts within the Commission's services.*
- *Contribute to the implementation of the Directorate General communication policy and visibility plan.*
- *When required, inform and explain the policies, strategies and activities of the unit, directorate or directorate general to third parties within the Commission, Member States, international organisations and the wider public.*
- *Contribute to the drafting and editing of materials for internal publication purposes and intranet/websites. Assist with the organisation of events contributing to the visibility of the EU external action.*
- *Set up and coordinate thematic networks, including inter-services Groups, and using notably collaborative platforms with designated thematic coordinators . Ensure appropriate dissemination of guidance documents and tools to Delegations and HQ staff.*

Job requirements

Experience"

+ CLIMATE CHANGE

Job-Related experience:at least 3 years

Qualifier:essential

Professional experience in the field of climate change (mitigation, adaptation, and disaster risk reduction), natural resource management. Knowledge of the African, Caribbean and pacific region(s) would be an asset.

+ EXTERNAL RELATIONS

Job-Related experience:at least 2 years

Qualifier:an advantage

Experience in development cooperation and/or development aid to third countries. Knowledge of the African, Carribean and pacific region(s) would be an asset.

+ EXTERNAL RELATIONS

Job-Related experience:at least 2 years

Qualifier:an advantage

Experience in working with United Nations agencies and other multicultural and bilateral donors

+ ECONOMICS

Job-Related experience:at least 3 years

Qualifier:desirable

A university degree in the fields of economics, international relations, engineering or law would be an asset.

+ EXTERNAL RELATIONS

Job-Related experience:at least 2 years

Qualifier:an advantage

Professional experience in an EU Delegation

+ EXTERNAL RELATIONS

Job-Related experience:at least 3 years

Qualifier:essential

Experience in external relations and/or international partnerships and/or development cooperation and/or development aid to third countries.

Languages

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

Knowledge

- *CLIMATE, ENVIRONMENT and NATURAL RESOURCES*
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
- *POLICY*
POLICY ANALYSIS
POLICY DEVELOPMENT
POLICY COORDINATION
- *EVALUATION and QUALITY MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
Administration
- *REPRESENTATION and NEGOTIATION*
DIPLOMACY and NEGOTIATION
Negotiation techniques
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT

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
Capacity to communicate technical or specialised information
Capacity to present issues to an audience
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.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Stress resistance
- *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:

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: