EUROPEAN COMMISSION
Job Description Form

Job description version 5 (Active)
Job description version 352222 in INTPA.A.2
Valid from 12/10/2021 until

<table>
<thead>
<tr>
<th>Job Holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>CONTRACT AGENT FGIV</td>
</tr>
<tr>
<td>Job title</td>
</tr>
<tr>
<td>International Aid / Cooperation Officer - Peace and Security</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domains</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generic domain</td>
</tr>
<tr>
<td>INTERNATIONAL COOPERATION and DEVELOPMENT</td>
</tr>
<tr>
<td>Intermediate domain</td>
</tr>
<tr>
<td>Specific domain</td>
</tr>
<tr>
<td>JUSTICE, FREEDOM and SECURITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sensitive job</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under the responsibility of the Head of Unit and the direct supervision of the Head of Sector, the Officer will assist Unit INTPA.A2 (Directorate General for International Partnerships – Unit “Regional and Multi-Country Programmes for Africa”) in the programming, identification and instruction of Actions in Africa (regional, multi-country and continental interventions) in the area of Peace and Security.</td>
</tr>
</tbody>
</table>

Legal disclaimer
**Functions and duties**

**POLICY ANALYSIS**
- Contribute to sector analysis and to the definition of priorities and strategies in the area of competence
- Monitor and report timely and regularly on policy progress and issues related to the areas of competence.

**POLICY DEVELOPMENT**
- Contribute to increasing the harmonization and effectiveness of EU external actions in coordination with internal and external relevant EU stakeholders.
- Support policy dialogue with the African Union institutions and agencies, with Regional organisations and agencies, private sector, civil society and Development Partners in the area of expertise.
- Attend donor/stakeholders’ groups meetings as required.

**INTER-SERVICE COORDINATION and CONSULTATION**
- Facilitate the coherence of regional actions with actions at other levels (global/country) in close cooperation with other units in Directorate A, D and E.
- Play a pro-active role in horizontal and regional coordination, including participation in coordination meetings (Africa Regional Cooperation Team, Quality Review Group) and interservice consultations (e.g. written contributions).
- Liaise closely with EU Delegations, other Directorates, EEAS, TRADE, ECFIN, ECHO (and when relevant other line DGs).

**REPRESENTATION, NEGOTIATION and PARTICIPATION**
- Attend events, coordination and negotiation meetings, particularly but not necessarily limited to the portfolio under supervision.
- Contributions to answers to questions posed by Members of the European Parliament, Council groups, European Court of Auditors.
- Identify and share best practices and facilitate the exchange of experiences.
- Maintain good and effective contacts with relevant stakeholders.
- Support the Team Leader in his/her functions, as required, and regularly report to her/him on all duties.
- Act as back up for colleagues in the section when required (including acting as operational initiating agent when required).

**GENERAL PROGRAM MANAGEMENT**
- Contribute to defining the priorities and expected results of the Regional Indicative programme 2021-2027 in the area of competence, including promoting the coherence with other initiatives at global, regional and country level. This includes contributing to defining relevant Team Europe Initiatives.
- Contribute to the identification and appraisal of programmes in close cooperation with the responsible/concerned EU Delegations, other services and/or beneficiary institution(s). This includes reviewing / drafting of Action Documents and Annual Action Programmes implementing agreed priorities and coordinating/steering the related quality review processes and consultations (such as the Committee with Member States).
- Ensure the integration of cross-cutting aspects (notably rights-based approach, gender, environment/climate change) and prioritise actions benefitting the youth.
- Promoting coherence with global initiatives and the country level support and more broadly ensure complementarity with other projects and programmes.
- Provide advice on subjects covered by the Directorate, including analysing horizontal and regional issues, writing well-documented reports and briefings to the hierarchy on matters pertaining to designated region and topics.
PROGRAM / PROCESS / PROJECT MANAGEMENT

- In case of actions centralised at Unit A2, manage projects and programmes throughout the project cycle (identification and appraisal, preparation of agreements and contracts (including the procurement process), follow up of implementation, monitoring, evaluation and audit, dissemination of results and events management).
- Contribute to the external/internal monitoring and evaluation of projects and programmes.
- Ensure the quality of data encoded in DG INTPA accounting/information systems (CRIS, OPSYS) and give the ‘operational visa’ (GESTOPE).
- In the event of conflicts or difficulties, support the search for consensus on the operational and procedural aspects of project implementation, in collaboration with other services.
- Ensure adequate visibility of Sub-Saharan Regional Programmes of competence by contribute to drafting of publications, speeches, briefings, press releases, including material to be posted on social media.

INTERNAL COMMUNICATION (general)

- Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to hierarchy, as well as in response to any specific requests, under the authority of the Head of Unit and the Head of Section.
- Provide timely sectoral information when requested.
- Contribute to the quality (including accuracy and comprehensiveness) of the data.
- Contribute to internal reporting.

Job requirements

Experience

PROGRAM / PROCESS / PROJECT MANAGEMENT
- Job-Related experience: at least 3 years
- Qualifier: essential

JUSTICE, FREEDOM and SECURITY
- Job-Related experience: at least 3 years
- Qualifier: essential

Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
</tr>
<tr>
<td>French</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
</tr>
</tbody>
</table>

Knowledge

- POLICY
  - POLICY COORDINATION
- PROGRAM / PROCESS / PROJECT MANAGEMENT
  - PROJECT MANAGEMENT
    - Project monitoring methods and techniques
- INTERNATIONAL RELATIONS (generic)
  - International organisations and agreements
  - INTERNATIONAL COOPERATION and DEVELOPMENT
    - Cooperation and development aid
Competences

- Analysing and Problem Solving
  - Capacity to analyse and structure information
- Communicating
  - Ability to communicate in meetings
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Accountability
- 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

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: