



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version296413 in *NEAR.C.2*
Valid from18/03/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Aid / Cooperation Officer

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EXTERNAL RELATIONS

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

To support the implementation of the European Neighbourhood Policy in Armenia. To contribute to the multi-annual and annual programming under ENI/NDICI and its implementation. To monitor the development and implementation of reforms including in the area of good governance, rule of law, democratisation and security.

Legal disclaimer

Functions and duties

+ POLICY ANALYSIS

- *Provide inputs on the formulation, negotiation and monitoring of the implementation of the European Neighbourhood Policy.*
- *Supervise the contributions to Multiannual Indicative Program and/or special measures in cooperation with the Delegations and the EEAS and the teams working on horizontal policy issues and regional programmes, as well as with other Commission services.*
- *Contribute to the negotiations of programming documents with different stakeholders, in particular with country authorities under the supervision of an official.*
- *Cooperate in preparing annual action programmes.*

+ BUDGET and FINANCE

- *Ensure coherence with annual and multi-annual programming of the relevant line of the budget.*
- *Monitor the implementation of the budget including KPIs.*

+ GENERAL PROGRAM MANAGEMENT

- *Supervise the planning of annual action plans or special measures and project identification in line with the programming documents, and ensure preparation, presentation in relevant committee and approval of the various programming documents.*
- *Ensure the contribution to the Eastern Partnership objective on accountable institutions, the rule of law and security as well as resilient, gender equal, fair and inclusive societies.*
- *Ensure coordination with stakeholders: partner countries, Member States, International organisations, International Financial Institutions, economic operators, civil society, etc.*
- *Ensure preparation, implementation, monitoring and evaluation of Commission programmes or proposals for financing in collaboration with the programme/project managers in the Delegations and thematic and horizontal teams in Headquarters.*
- *Supervise the follow-up of projects / actions in co-operation programmes including blending and EFSD support under the economic investment plan: implementation, performance of programme/project managers and partners, monitoring contractual obligations and contributing to risk management (via periodic reviews, audits, reporting and assistance, etc.), gathering and handling external expertise if necessary.*
- *Supervise the preparation of integrated analysis and / or the evaluation of results provided by involved parties and / or other DGs financing in collaboration with the programme managers.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Monitor and enhance the quality and consistency of programming, action programmes and projects as to promote excellence and innovation.*
- *Ensure appropriate quality management including risk management and reporting.*
- *Prepare briefings, as relevant, for visits and meetings.*
- *Support preparation of supervision missions and ensure close monitoring of implementation of relevant action plans.*

+ EXTERNAL RELATIONS

- *Participate in policy dialogue in cooperation with line DGs and the EEAS, including on bilateral (e.g. committees or sub-committees) and multilateral level, and draw conclusions regarding cooperation.*
- *Support the implementation of para 31 of the European Council conclusions EUCO 14/23 of 26 and 27 October 2023, inviting the Commission to present options on how best to strengthen EU-Armenia relations in all their dimensions.*
- *Assemble briefing requests / dossiers and draft speeches, statements, declarations concerning relations with Armenia.*
- *Cooperate with Commission services in organising meetings, working visits, etc in order to ensure a coordinated policy approach.*
- *Conduct field visits to assess the pertinence of Commission strategy.*
- *Cooperate with third country governments, other stakeholders as appropriate (business organisations, IFI's and Civil Society) in designing and implementing administrative, political and economic reforms with a view to complying to requirements of bilateral cooperation agreement and other arrangements, including in the area of trade or mobility.*

+ COMMUNICATION and PUBLICATION

- *Ensure the updating of databases and other sources of information, as well as of relevant information concerning the assistance provided to the beneficiary countries.*
- *Ensure the provision of relevant information, necessary for responses and information to other institutions as the European Parliament, Court of Auditors etc as well as to the general public.*
- *Inform EEAS, Delegations and beneficiaries concerning projects managed by the HQ.*
- *Ensure the provision of country specific contributions for the annual reports.*
- *Coordinate the collection and preparation of materials for briefings, publication and websites.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

+ EU NEIGHBOURHOOD

Job-Related experience:at least 1 year

Qualifier:an advantage

Knowledge and experience from neighbourhood policy. Experience working with blending and EFSD+ guarantees Experience working in conflict transformation Experience working in the Southern Caucasus and/or the Eastern Partnership.

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 1 year

Qualifier:an advantage

Experience working in conflict transformation.

+ EXTERNAL RELATIONS

Job-Related experience:at least 3 years

Qualifier:essential

Experience from external relations and/or external assistance.

Languages

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

Knowledge

- ANALYSIS and INTELLIGENCE
ANALYSIS and ADVICE
- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
BUDGET and FINANCE
Financial regulation and procedures
Budgetary requirements, allocations, monitoring and reporting
- POLICY
POLICY ANALYSIS
POLICY IMPLEMENTATION
Rules and procedures concerning the implementation of EU policies
- AUDIT, CONTROL and INSPECTION
- EVALUATION and QUALITY MANAGEMENT
EVALUATION
Evaluation of policies
Evaluation of programmes and projects
IMPACT ASSESSMENT
Impact assessment methods and tools
Impact of policies, legislation or programmes
- PROGRAM / PROCESS / PROJECT MANAGEMENT
GENERAL PROGRAM MANAGEMENT
PROGRAM MANAGEMENT and MONITORING
- INFORMATION and DOCUMENT MANAGEMENT
- INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)
HORIZONTAL COORDINATION
Strategic Planning and Programming (SPP)
- INTERNATIONAL RELATIONS (generic)
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT
Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
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
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
- *Working with Others*
Ability to work in a team
Knowledge sharing
- *Leadership*
Ability to lead a team

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:

22/03/2024