



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Active*)  
Job description version249940 in NEAR.C.2  
Valid from01/08/2024until

#### 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 reforms in the area of good governance, rule of law, democratisation, and security and support confidence building measures and reconciliation in the Eastern Neighbourhood. Design, formulate and ensure the implementation of regional, bilateral or thematic projects in the areas of good governance and security, under the supervision of an Official or Temporary Agent

**Legal disclaimer**

## **Functions and duties**

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

- *Contribute to programming development funds as part of the team responsible for developing and implementing the Eastern Partnership objective on accountable institutions, the rule of law and security as well as resilient, gender equal, fair and inclusive societies.*
- *Ensure programme/project identification and formulation in line with programming documents; and in coordination with other donors and international organisations.*
- *Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/ project execution, including risk management.*
- *Monitor overall progress in line with intended results and objectives; propose corrective actions where needed.*
- *Provide back-up support for absent colleagues on the basis of clear instructions and handover notes.*
- *Contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.*

### **+ POLICY COORDINATION**

- *Ensure coherent follow-up of relevant aspects of the implementation of the European Neighbourhood policy related to resilient, gender-equal, fair and inclusive societies and accountable institutions, the rule of law and security, focusing notably on democracy support, public administration reform, human rights and the rule of law.*
- *Liaise with focal points in EU Delegations in Neighbourhood East on regional/ multibeneficiary actions to ensure synergies and coherence with national priorities and bilateral cooperation objectives and reforms. Ensure regular coordination with relevant line DGs and EU member States.*
- *Coordinate and/or contribute to inter-service consultations to secure coherence with the EU policy framework, attend meetings.*
- *Contribute to the formulation and analysis of the EU external assistance policy; contribute to sector analysis.*
- *Coordinate and provide key input for strategic EU policy documents on the Eastern Partnership.*
- *Coordinate and/or contribute to briefings for the hierarchy; provide replies/contributions to EP written questions, including as part of horizontal coordination.*

### **+ EXTERNAL RELATIONS**

- *Under the supervision of an Official or Temporary Agent Prepare, steer and attend relevant sector meetings and regional meetings in the context of the Eastern Partnership in the good governance and security field in cooperation with other services/line DGs.*
- *Under the supervision of an Official or Temporary Agent facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, economic operators, civil society, etc.*
- *Under the supervision of an Official or Temporary Agent initiate, prepare and attend donor assistance group meetings and relevant Eastern Partnership dialogue fora.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- Define project actions, objectives, results, and budget; planning of schedules, tasks, deliverables and priorities.
- Ensure procurement and contracting, including calls for tender, call for proposals, contracts and subventions conventions prepared by the unit, within the agreed timeframe.
- Assist with all aspects of the procurement process (draft terms of reference, selection process etc.).
- Ensure respect of Community rules on correct administrative, contractual and financial management, particularly with regard to procurement rules.
- Encode entries accurately and comprehensively in CRIS/OPSYS (or equivalent), conduct quality checks of data entered.

+ 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.

<b>Job requirements</b>
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**Experience"**

+ EXTERNAL RELATIONS

Job-Related experience:at least 5 years

Qualifier:essential

Experience of external relations and/or external assistance.

**Languages**

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

## **Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
BUDGET and FINANCE  
Financial regulation and procedures  
Budget requirements and allocations  
Budget monitoring and reporting
- **POLICY**  
POLICY IMPLEMENTATION
- **EVALUATION and QUALITY MANAGEMENT**  
EVALUATION  
Evaluation of policies  
Evaluation of programmes and projects
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**  
GENERAL PROGRAM MANAGEMENT  
PROGRAM MANAGEMENT and MONITORING  
PROJECT MANAGEMENT  
PROJECT PLANNING  
Rules and procedures for proposals evaluation and selection process  
Project contracts negotiation and monitoring
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**  
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS  
Decision-making procedures in the EU institutions
- **JUSTICE and HUMAN/CIVIL RIGHTS**  
DEMOCRACY
- **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**  
Ability to understand and be understood  
Drafting 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  
Coordination skills  
Planning capacity
- **Resilience**
- **Working with Others**  
Ability to work in a team  
Knowledge sharing

## **Job Environment**

### **Organisational entity**

10/09/2024

*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:*