



EUROPEAN COMMISSION

Job Description Form

Job description version9 (*Approved*)
Job description version91927 in *NEAR.B.1*
Valid from01/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To contribute under the supervision of an official toward the definition of EU co-operation with Israel and Palestine, to coordinate, implement and monitor multi-annual and annual programming for Israel, Palestine, the Middle East Peace Process and UNRWA. Act as back-up to other team members as necessary.

Legal disclaimer

Functions and duties

+ ANALYSIS and INTELLIGENCE

- *Contribute to drafting Country Strategy Papers and Multi-Annual Programmes in cooperation with the Delegation, the EEAS and other Commission services.*
- *Cooperate in preparing Annual action programmes, including in checking the quality/relevance of data entered in Opsys.*
- *Analyse, follow-up and give updates on the political and economic situation of the areas under her/his responsibility.*
- *Analyse and give advice to senior management on legal aspects of issues related to the areas of responsibility*

+ GENERAL PROGRAM MANAGEMENT

- *Contribute to the planning of action programmes and project identification in line with the programming documents.*
- *Ensure coordination with stakeholders: beneficiary countries, Member States, international organisations, economic operators, civil society, etc.*
- *Contribute to the preparation, implementation, monitoring and evaluation of Commission programmes or proposals for financing in co-operation with the programme managers in the EU Delegations.*
- *Contribute to the preparation of integrated analyses and / or the evaluation of results provided by involved parties and / or other DGs financing in collaboration with the programme managers.*
- *Ensure coherence with annual and multi-annual programming of the relevant line of the budget.*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Contribute to the activities of the unit with Commission services, and respond to inter-service consultations, Parliamentary questions, requests for access to documents and information.*

+ 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.*
- *Ensure the provision of country specific contributions for the Annual Report of DG Near.*
- *Inform EEAS, Delegations and beneficiaries concerning programmes and projects with Israel, Palestine and UNRWA.*
- *Encoding of CRIS Data where necessary.*

+ 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.*
- *Correctly handle sensitive and classified information (security clearance is needed).*

Job requirements

Experience"

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	B2	B2	B2	B2	B2
French	B2	B1	B1	B1	B1

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
 - *PROJECT MANAGEMENT*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - *SECRETARIAL SUPPORT*
 - *Written procedures*
- *HUMAN RESOURCES MANAGEMENT*
 - *REMUNERATION, RIGHTS and OBLIGATIONS*
 - *Code of good conduct*
- *INSTITUTION-LEVEL COORDINATION and CONSULTATION*
 - *INTER-SERVICE COORDINATION and CONSULTATION*
 - *Inter-service consultations and their procedures*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
- *INTERNATIONAL RELATIONS (generic)*
 - *EXTERNAL RELATIONS*
 - *EU External Assistance policies*
 - *EU External Assistance instruments*
 - *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*
 - *Inquiring mind*
- *Communicating*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
- *Delivering Quality and Results*
 - *Ability to identify user's needs*
 - *Ability to work in a proactive and autonomous way*
 - *Client orientation*
 - *Conscientiousness*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
 - *Planning capacity*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Knowledge sharing*
 - *Sociability skills*

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: