

VACANCY NOTICE
International Aid and Cooperation Officer for Lebanon
NEAR B1 - Middle East

CA FG IV - Sysper N°410996

We are

The Middle East Unit in DG NEAR has the responsibility to plan, steer and supervise EU bilateral cooperation with Southern Neighbourhood partners and in particular the Middle East countries (Egypt, Israel, Jordan, Lebanon, Palestine and Syria) as well as UNRWA (the United Nations Relief and Works Agency for Palestine Refugees in the Near East), in close coordination with EU Delegations in the field.

The Unit ensures liaison with partner countries in close collaboration with the European External Action Service (EEAS) and other Directorates-General and Services of the Commission.

We propose

A position of International Aid / Cooperation Officer for Lebanon to work in a dynamic and motivated team dealing with Lebanon and Jordan, in a complex political environment, requiring a high degree of responsiveness, proactivity and quality management.

The selected candidate will contribute under the supervision of a Head of Sector, to the definition, the programming and follow-up of EU co-operation with Lebanon. The candidate will contribute to strategy formulation, policy coherence, programming and planning of EU assistance to Lebanon and provide guidance to the Delegation in Lebanon.

The candidate will contribute to the quality review of all cooperation projects, to briefings for Directors/Director General and/or the Commissioner as well as to policy notes. This will include coordinating with the EU Delegation, with the Regional Programmes Neighbourhood South Unit as well with all other relevant services of DG NEAR, with other DGs. Coordination is required with the EEAS and other institutions (European Parliament and Council) and with those donors most active in Lebanon as well as with the UN the Bretton Woods Institutions and IFIs.

We are looking for a candidate with:

- At least 5 years of professional experience in EU external policy, international relations or development cooperation;
- A degree in Development Policy, Development Economics, Law, International Aid, Middle East Studies; or any equivalent and relevant degree;
- Experience in project development and/or management (project preparation, implementation, monitoring and evaluation);
- Experience in conflict, crisis or fragility situations is considered an asset
- Knowledge of/experience in MENA/Neighbourhood/Middle East-related issues. Previous experience of working in an EU Delegation, UN organisation, donors or NGOs in a third country would be a strong asset.

- Experience in policy/strategy related tasks (drafting policy notes, critical analysis of country strategies, coordinating progress reports and/or risk management frameworks, etc.) is desirable;

In addition, we are looking for a candidate with the following qualities:

- Capacity to ensure high quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment often under time pressure;
- Capacity to deal with unforeseen urgent issues of considerable sensitivity;
- Sense of initiative and sound political judgement;
- Good understanding of EU internal and external policies and functioning of the Commission; - Capacity to work within a team in a cooperative manner;
- Excellent writing and communication skills.

Working languages: the ability to operate fluently in English is essential. A good working knowledge of French is needed. Knowledge of basic Arabic would also be an asset.

Recruitment policy:

NEAR is a dynamic DG with a clear mission where enthusiastic colleagues can make positive contributions. In order to attract and retain highly competent staff, we believe in the benefits of a varied career and are committed to support you in your professional development.

DG NEAR promotes equal opportunities for all and follows best practice in its selection and recruitment procedures to ensure a diverse and gender balanced workforce. In case of equal merit, preference will be given to the gender, which is underrepresented.

Only FG IV contract agents in the Commission, candidates from the FG IV EPSO CAST valid reserve list or candidates registered as FG IV in the EPSO CAST database may apply.

Only the candidates pre-selected will be contacted, for interviews.

The appointment will be made in line with a policy of equal opportunities and be subject to prior favourable opinion of the Medical Service.



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version410996 in *NEAR.B.1*
Valid from01/01/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Aid / Cooperation Assistant

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To contribute, under the supervision of an official, to the definition of EU co-operation and to coordinate and monitor the implementation of multi-annual programming documents and annual or individual programmes for Lebanon and in response to the Syrian crisis, including through the EUTF.

Legal disclaimer

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- Coordinate together with the EEAS the preparation of multi-annual programming documents by the Delegation, in consultation with other relevant units and Commission services.
- Ensure the quality and consistency of multi-annual programming, annual and individual programmes and projects so as to promote excellence and innovation; manage the quality review process
- Supervise the planning and preparation of action programmes and project identification in line with the programming documents.
- Follow-up on decision-making procedures.
- Contribute to evaluations and ensure that lessons learned are integrated in future programmes.
- Disseminate and facilitate the exchange of best practice and experiences.

+ POLICY ANALYSIS

- Contribute to policy analysis related to EU cooperation in Lebanon and to the EU response to the Syrian crisis, including through the EUTF.
- Prepare / contribute to sector analysis and to the definition of sector strategies for the EU, for the key sectors of intervention in the country, in close coordination with other sections in the Delegation where relevant.

+ 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 such 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.
- Production of reports, management information, briefings, letters as requested.

+ 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.
- Encode of CRIS/OPSYS Data where necessary and ensure accurate and timely encoding for EU cooperation programmes.

Job requirements

Experience"

+ EU NEIGHBOURHOOD, PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 5 years

Qualifier: essential

Knowledge of the Middle-East region is an advantage.

Languages

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

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*
- *Communicating*
Ability to understand and be understood
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
Conscientiousness
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
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: