



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Approved*)  
Job description version325460 in *FPI.2.DEL.Kenya.002*  
Valid from01/10/2023until

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer - External Relations

##### **Domains**

###### **Generic domain**

EU FOREIGN RELATIONS (excl Security and Defence)

###### **Intermediate domain**

###### **Specific domain**

##### **Sensitive job**

No

##### **Overall purpose**

The purpose of this Service for Foreign Policy Instruments (FPI) post is to contribute towards enhancing the EU's ability to provide timely responses through foreign policy actions financed under the EU's Neighbourhood, Development, and International Cooperation Instrument (NDICI) – Global Europe. The job holder will be part of the FPI Regional Team for Eastern, Central and Southern Africa hosted by the Delegation of the EU to Kenya and will work under the supervision of the Head of Regional Team. The job holder will work on the identification, preparation, implementation and monitoring of FPI actions notably crisis response, foreign policy needs, conflict prevention and peacebuilding, and in close coordination with EU Delegations, mainly in Eastern Africa and possibly Southern Africa regions. In addition, the job holder will monitor and analyse political, economic and social contexts in the countries covered, in close cooperation with political and operational colleagues in the Delegation(s) at the host and other Delegations in the region covered.

The jobholder will contribute to ensure the coherence and complementarity of the various NDICI actions and activities managed by FPI in the Eastern Africa region.

## **Functions and duties**

### **+ GENERAL PROGRAM MANAGEMENT**

- *In the geographical region of responsibility, closely follow political and policy developments in order to identify/adapt proactively the scope for the new/existing NDICI interventions;*
- *Contribute to the shaping of the overall EU policy in a given geographic and thematic scope, in close cooperation with EEAS services and EU Delegations through proactive participation in related meetings, and contribution to related briefings and other documents;*
- *Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping.*
- *Report and contribute as appropriate to geographic or thematic reports and documents, including annual reports and monthly notes, overview tables, the web site, different briefings, formal or informal interservice consultations, request from the public or the Parliament, etc; During and after the period of implementation, supervise evaluation and audit of projects, disseminating results as appropriate.*
- *Provide information for audit by Commission services or the European Court of Auditors.*

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

- *Prepare timely, foreign policy actions under NDICI – Global Europe, by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of political desirability, legal eligibility and practical and procedural feasibility;*
- *In the case of programme proposals submitted from EEAS/Commission services and EU Delegations, ensure rapid screening of proposals for political desirability, legal eligibility, and practical feasibility, and help improve proposals from these perspectives;*
- *During the preparation stage, consult and co-ordinate in the field as appropriate, with all relevant EU or outside actors, in close coordination with EU Delegation(s) and HQ colleagues;*
- *During the implementation period of interventions, prepare, in coordination with FPI HQ, any relevant amendments or extensions, and periodically review the need for additional measures. Ensure recovery, de-commitment, and regularisation of finance, and all other activities of an operational officer as may be required;*
- *For all ongoing contracts under direct responsibility, monitor closely the implementation of actions and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay and in accordance with the regulations and financial circuits approved by FPI.*
- *For all the new projects to be contracted by the RT in the area of responsibility, ensure timely and accountable negotiation of technical and financial aspects of projects, and act as operational initiator in view of preparing the signature of contracts or award of grants in close co-ordination with EU Delegations, RT finance cell, HQ, and implementing partners as required;*

#### + POLICY ANALYSIS

- *Support FPI HQ rapid response managers with the identification and preparation/design of concepts and actions for interventions in the region;*
- *Provide inputs to the EU institutions' work on relevant issues, incl.crisis preparedness and response planning and early warning systems. This may include regular monitoring of political developments/ early warning signals;*
- *Prepare, support and participate in assessment exercises such as, conflict analyses, conflict sensitivity assessments and Recovery and Peacebuilding Assessment/Post Disaster Needs Assessments (RPBA – PDNA). Such participation/support could, at the request of FPI HQ, be extended to regions/countries outside of the region;*
- *Provide inputs to HQ work on policy, strategy, horizontal and thematic initiatives in the field of crisis response, peace, stability and conflict prevention, as well as other EU policies relevant to FPI action in Eastern and Southern Africa regions;*
- *Support HQ and Delegations in implementing EU policy commitments regarding conflict prevention, crisis response and peacebuilding, including through advising Delegations in the region on mainstreaming conflict prevention, conflict sensitivity and peace building in all activities;*
- *Contribute towards establishing and maintaining contacts with stakeholders as appropriate for effective responses to foreign policy needs and opportunities, in agreement with FPI HQ and under the guidance of the Head of Delegation in the country concerned, contribute to EU efforts to pursue a policy dialogue with stakeholders in key areas/sectors as requested.*

#### + PROJECT MANAGEMENT

- *Provide the Operational Initiating Agent visa to financial transactions and ensure due upstream coordination with the Financial Initiating Agent, as provided in the relevant regulation and guidance. Act as Operational Verifying Agent, if and when requested by FPI, as provided in the relevant regulation and guidance;*
- *Monitor expenditure of actions and contracts closely so that claimed costs in all payment requests can be deemed to correspond to the work accomplished – ‘conforme aux faits’*
- *Assure the consistency of Service's contribution to reporting under the Gender Action Plan III or subsequent Action Plans by ensuring that appropriate gender indicators are included upstream for results identified under each Decision proposed and/or action (project/ programme);*
- *Assure the integrity of the Unit's contribution to corporate reporting on Gender by verifying that all final payments include the relevant OECD Gender Equality Policy Marker (G-Marker) information before validation in ABAC/CRIS/OPSYS (Results Acceptance Note).*

#### + REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Support FPI in its representation at meetings with regard to preparation and implementation of projects;*
- *Consult and support negotiations with all partners in the preparation and implementation of FPI projects, including EEAS and Commission services, Member States' services and representatives of third countries as needed.*
- *Maintain, under the guidance of the Head of FPI's Regional Team and the Heads of Delegation, good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with in-country representatives of the principal international donors, with NGOs and other local non-official actors;*
- *Prepare and support missions from Headquarters;*
- *Help to organise training activities on EU crisis response in Brussels and in the field.*

#### + EXTERNAL COMMUNICATION (general)

- *Support FPI in informing and replying to questions from European Institutions, Member States and the general public;*
- *Contribute with input to FPI communication efforts;*
- *Produce and disseminate best practices. Participate in exchanges of experiences;*

## Job requirements

### Experience"

#### + EU FOREIGN RELATIONS (excl Security and Defence), INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 5 years

Qualifier: essential

Experience in project management, preferably including in EU external action and/or international crisis response contexts. Geographic desk work or EU Delegation (or equivalent) experience will be an advantage. At least five years of prior professional experience should be directly pertinent to the type of duties to be carried out. Relevant experience in the field will be an advantage. Sound knowledge of English is essential and a good command in French. Previous experience in EU Commission services and/or EEAS and/or in an EU Delegation would be an advantage. Knowledge of and previous experience in countries in the Horn of Africa region will be an advantage. Ability to work in a team and in a multi-cultural environment and to handle issues of a sensitive political nature. Knowledge of EU policy and programmes relevant to conflict prevention, crisis response and peacebuilding would also be an advantage.

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2

### Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - BUDGET and FINANCE**
    - Budget requirements, allocation and reporting
  - PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
    - Rules and procedures relating to the preparation of contracts
- **EVALUATION and QUALITY MANAGEMENT**
  - EVALUATION**
    - Evaluation of programmes and projects
  - QUALITY ASSESSMENT and MANAGEMENT**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - GENERAL PROGRAM MANAGEMENT**
    - Programme planning and evaluation
  - PROJECT MANAGEMENT**
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
  - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
    - Administrative rules and procedures of the Institution
- **COMMUNICATION and PUBLICATION**
  - MISSIONS, MEETINGS and VISITS (incl Protocol Service)
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**
  - BUSINESS MANAGEMENT and PLANNING
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
  - HORIZONTAL COORDINATION
- **REPRESENTATION and NEGOTIATION**
  - RELATIONS with MEMBER STATES and CIVIL SOCIETY
- **INTERNATIONAL RELATIONS (generic)**
  - International organisations and agreements
  - EXTERNAL RELATIONS

## Competences

- *Analysing and Problem Solving*
- *Communicating*
  - Ability to communicate in meetings*
  - Capacity to communicate technical or specialised information*
  - Drafting skills*
- *Delivering Quality and Results*
  - Ability to work in a proactive and autonomous way*
  - Financial management skills*
  - Quality & process management abilities*
- *Learning and Development*
- *Prioritising and Organising*
  - Capacity to deliver in a structured way*
  - Coordination skills*
- *Resilience*
- *Working with Others*
  - Ability to work in a team*

## Job Environment

### Organisational entity

#### Presentation of the entity:

The Unit manages rapid response actions in Africa and the Middle East<sup>2</sup> – both under the Crisis Response and Foreign Policy Needs components – of NDICI-Global Europe. Thematically, the Unit leads FPI's work on peace and conflict prevention including mediation, early warning and transitional justice. It is also responsible for cooperation with High-income countries (HICs) and Public Diplomacy in HICs, in its geographic area of responsibility. The Unit works in close cooperation with the EEAS and all relevant European Commission services at headquarters as well as in EU Delegations. It acts as the EU's first responder in situations of urgency, emerging crisis, crisis and post-crisis and in providing support to urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy.

Together with the FPI Regional Teams in Beirut, Nairobi and Dakar, the Unit collaborates closely with EU Member State agencies, international organisations, civil society and the private sector to effectively deliver on EU foreign policy commitments through conflict-sensitive and policy-driven action.

#### 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:*