



## EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)  
Job description version355565 in *FPI.4.DEL.Canada.001.95*  
Valid from16/11/2022until

### Job Holder

**Name**

### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

The core business of the European Commission's Service for Foreign Policy Instruments (FPI) is to put EU foreign policy into action – fast and flexibly – in a policy-driven approach. The Service deals with the regulatory and financial aspects of EU foreign policy. It acts as first responder to foreign policy needs and opportunities, focusing on conflict prevention and peace as well as on leveraging the EU's influence in the world. The Service plays a crucial role in translating the European Commission's political priorities into external action, in line with the EU's Global Strategy for Foreign and Security Policy.

The Service reports directly to the High Representative/Vice President. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

The programme officer will hold operational and policy responsibilities for a number of initiatives under the remit of FPI, namely as regards the EU-Canada partnership and the partnership with the UN. The responsibilities may vary, according to the needs of the service. The programme officer will work under the direct supervision of the Head of the FPI Regional Team and the oversight of the EU Delegation in Canada.

**Functions and duties**

+ PROGRAM MANAGEMENT and MONITORING

- *Prepare timely, solid and accountable programmes under NDICI-GE, 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 or in Brussels as appropriate, with all relevant EU or outside actors, not least EEAS and Commission services, EU Member States' local representations and other relevant international organizations.
- Prepare and draft of non-papers, concept notes for the assessment of proposals and prepare the fiches for Annual Action Plans. Contribute to the screening of concept notes and their assessment .
- Following formal adoption of programmes, ensure contracting in coordination with the Regional Team
- During the implementation of programmes, in coordination with the Regional Team, prepare any relevant amendments or extensions and periodically review the need for additional measures.

#### + PROCUREMENT and CONTRACT MANAGEMENT

- In the area of responsibility, provide 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 the implementing partner ( Delegation , FPI Regional Team, and relevant desks at HQ); including drafting of ToR and tender dossier, drafting of guidelines for applicants etc.
- For all ongoing contracts under direct responsibility, work with the Financial Initiator to monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay.
- Report and contribute as appropriate to geographic or thematic reports and documents, and to SDAO Reports notes, overview tables, web site posts, briefings, inter-service consultations, requests from the public or the Parliament, etc.
- During and after the period of implementation, work with the Financial initiator in the evaluation and audit of projects, disseminating results as appropriate,. Support the preparation of files for recovery, de-commitment, and regularization of finance.
- Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as required by an operational initiator.
- Follow-up of financial circuit and provide necessary operational initiation/verification visas according to the current regulations and financial circuits approved by FPI.
- Provide information for audit by Commission services or the European Court of Auditors.

#### + POLICY ANALYSIS

- Monitor, analyse and report - regularly and timely - on policy developments in Canada and at the UN and in other relevant multilateral fora as related to project implementation and / or project planning. Support FPI headquarters in developing medium to long-term analyses and strategies to advance the EU-UN partnership.
- In close coordination with the Regional Team and the EU Delegation to the UN in New York, report to FPI headquarters on UN activities and positions of EU and UN members, forthcoming events, etc. in the area of responsibility (i.e. strategic operational partnerships with the UN in line with the EU's priorities and interests, including and in particular as regards peace and security).
- Analysis & Advice FPI HQ on implementation of UN initiatives in particular as regards the interface between policy and operations.
- Identify areas to shape partnerships and enhance cooperation and coordination with the UN system in the domains of FPI responsibility. Nurture networks within the UN system and in

- *close coordination with the EU Delegation to the UN in New York.*
- *Participate in UN meetings and negotiations in the area of FPI responsibility. Research and analyse UN documents in the area of responsibility.*
- *Monitor, report, and feed in on the discussion on UN reform as relevant to the FPI, i.e. in particular as regards a more integrated approach on sustaining and building peace, as well as other issues related to peace and security (e.g. mediation, development-humanitarian-peace nexus, etc.).*
- *Monitor UN funds and programmes in the domains of responsibility.*

+ INSTITUTION REPRESENTATION and NEGOTIATION

- *Support FPI in its representation at meetings with regard to preparation and implementation of FPI 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.*

+ EXTERNAL COMMUNICATION (general)

- *Support FPI in its information activities and contribute to replies to questions from European Institutions, Member States and the general public.*
- *Identify opportunities for internal and external communications and prepare communication materials working closely with relevant colleagues at the RT and in headquarters.*
- *Produce and disseminate best practices. Participate in exchanges of experiences.*

+ POLICY COORDINATION

- *In the geographical region of responsibility, in coordination with Delegation staff holding relevant policy briefs, follow closely the policy developments and windows of opportunity in order to identify proactively and in close coordination with headquarters the scope for new or additional FPI interventions.*
- *In coordination with the HoD and in close cooperation with the Delegation's team, the EEAS geographic services, the Regional Team Americas and the relevant line DG's, contribute to the shaping of the overall EU policy in a given geographic and thematic scope, through proactive participation in related meetings, and contribution to related briefings and other documents.*

**Job requirements**

**Experience" + GENERAL PROGRAM MANAGEMENT, PROGRAM / PROCESS / PROJECT MANAGEMENT**

Job-Related experience: at least 5 years

Qualifier: essential

Proven working experience on multilateral affairs and cooperation with UN agencies. Previous experience in the field of external cooperation programme management (operations). Proven capacity to coordinate with other Commission services, EEAS and other relevant stakeholders in the field of external cooperation. Proven knowledge of the EU's relations with strategic partner countries and experience in the region would constitute a strong advantage.

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	B2
Spanish	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

## **Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - **BUDGET and FINANCE**
    - **FINANCIAL and BUDGETARY MANAGEMENT**
    - *Budgetary rules and procedures*
    - *Budgetary requirements, allocations, monitoring and reporting*
  - **PROCUREMENT and CONTRACT MANAGEMENT**
    - *Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
    - **PROCUREMENT**
    - **CONTRACT MANAGEMENT**
- **AUDIT, CONTROL and INSPECTION**
- **EVALUATION and QUALITY MANAGEMENT**
  - **QUALITY ASSESSMENT and MANAGEMENT**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - **PROJECT MANAGEMENT**
    - *Project contracts negotiation and monitoring*
    - *Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
  - **ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
    - *Administrative rules and procedures of the Institution*
- **COMMUNICATION and PUBLICATION**
  - **THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION**
    - *Communication and information strategy*
  - **MISSIONS, MEETINGS and VISITS (incl Protocol Service)**
    - *Missions, seminars, meetings (budgetary aspects)*
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
  - **HORIZONTAL COORDINATION**
    - *Strategic Planning and Programming (SPP)*
- **INTERNATIONAL RELATIONS (generic)**
  - **EXTERNAL RELATIONS**

## **Competences**

- **Analysing and Problem Solving**
  - *Capacity to analyse and structure information*
  - *Inquiring mind*
  - *Numeracy*
- **Communicating**
  - *Ability to communicate in meetings*
  - *Ability to understand and be understood*
  - *Drafting skills*
- **Delivering Quality and Results**
  - *Ability to work in a proactive and autonomous way*
  - *Quality & process management abilities*
- **Prioritising and Organising**
  - *Capacity to deliver in a structured way*
  - *Planning capacity*
- **Resilience**
- **Working with Others**
  - *Ability to work in 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:*