

Job description version (Active)

**EUROPEAN COMMISSION**

Job Description Form

Job description version 300477 in FPI.3.001

Valid from 10/03/2021 until

**Job Profile**

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Manager - Security officer - Equipe Elections

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

JUSTICE and HUMAN/CIVIL RIGHTS

**Sensitive job**

No

**Overall purpose**

Manage, under the direct supervision of the Head of Unit, EU Election Observation Missions (EOMs), Election Expert Missions (EEMs), Exploratory Missions (ExMs), Election Follow-up Missions (EFMs) and Election Observation and Democratic Support (EODS) projects; follow the implementation of the Deputy Chief Observer (DCO) and Service Provider (SP) contracts; ensure the correct implementation of the financial regulation, the respect of the mission timetable, and good practices in the implementation (i.e. approval of reports; management of the corresponding archives; conformity check for payments, etc.); follow-up on the closing down of missions and of previous dossiers as assigned; selection and recruitment of service providers, experts and observers; management of cross-cutting issues. Horizontal responsibility for issues linked to the security and safety of the electoral missions.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

**Functions and duties**

+ PROCUREMENT and CONTRACT MANAGEMENT

- Identifier, puis instruire des projets de coopération relevant de la ligne budgétaire thématique "Démocratie, Droit de l'Homme" en étroite collaboration avec les autres services de la Commission, le EEAS et les organismes internationaux compétents, le cas échéant. Elaborer les documents nécessaires à cet effet. Lancer les études préparatoires nécessaires. Assurer les tâches d'information et de visibilité y relatives.
- Préparer, rédiger et soumettre les documents à la Consultation Inter-services et aux Comités de gestion, le cas échéant.
- Mise à jour des informations opérationnelles et technique des projets dans les bases de données générales.
- Contribuer à la réforme structurelle des opérations d'observation électorale.
- Contribuer aux sujets horizontaux relatifs à l'observation électorale.

+ TECHNICAL ANALYSIS and ADVICE

- Contribuer, sous forme de conseil technique, à l'établissement de la programmation pluri-annuelle à partir des stratégies élaborées par l'EEAS. Contribuer à la préparation en tant qu'unité "Chef de file" pour le FPI des documents de programmation annuels des lignes relatives à l'observation électorale.
- Participer sur le terrain aux actions de formation et d'information afférentes aux projets MOE.
- Contribuer aux activités de coordination sectorielle dans les domaines de la compétence du gestionnaire du programme. Assurer la coordination avec les DGs sectorielles, le cas échéant.
- Contribuer à la préparation d'outils méthodologiques pour la gestion et le monitoring des projets MOE. Participer aux groupes de suivi des évaluations globales et thématiques.
- Echanger des idées et donner des avis aux Délégations de l'UE sur les questions opérationnelles et techniques concernant les projets MOE.
- Contribuer au suivi et au développement d'outils informatiques ad-hoc (notamment "Roster" pour l'organisation des missions d'observation électorales).

+ INTER-SERVICE COORDINATION and CONSULTATION

- Participer aux réunions de coordination interservices et des réseaux thématiques dans un ou plusieurs des domaines de sa compétence.

+ SAFETY, SECURITY and CRISIS MANAGEMENT

- Be in charge of security and safety issues for electoral missions on the ground.
- Alert the hierarchy of risks which may jeopardize the deployment of missions & propose ways to mitigate those risks.
- In close coordination with the task managers and whenever it is necessary, frame the work of the missions' security experts, providing technical advice.

+ PROCUREMENT and CONTRACT MANAGEMENT

- Contracting and follow-up of Decisions, actions (projects/programmes) or contracts
- 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
- 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

**Job requirements**

**Experience"**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Experience from the management of external assistance, preferably at management level, ideally in the areas of human rights and other thematic programmes. Previous experience as directly responsible for the management of complex projects in third countries essential.

+

**Languages**

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

**Knowledge**

- **LAW**
  - **PROCEDURAL LAW**
    - *Internal legal procedures and terminology*
  - **LEGISLATIVE WORK**
    - *Preparation and adoption of legislative proposals and other acts*
    - *Drafting decisions*
  - **LEGAL ANALYSIS, ADVICE and ASSISTANCE**
    - *Legal analysis*
    - *Analysis of legal and contractual documents*
    - *Interpretation of legal texts*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - **PROJECT MANAGEMENT**
    - *Project monitoring methods and techniques*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - **IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING**
    - *CRIS (Common Relex Information System) Saisie Budget*
  - **IT tools for OFFICE AUTOMATION**
    - *Word*
- **INTERNATIONAL RELATIONS (generic)**
  - **EXTERNAL RELATIONS**
  - **INTERNATIONAL COOPERATION and DEVELOPMENT**
    - *Cooperation and development aid*

### **Competences**

#### *Analysing and Problem Solving*

- *Ability to conceptualise problems, identify and implement solutions*
- *Capacity to analyse and structure information*

#### *Communicating*

- *Capacity to communicate technical or specialised information*
- *Negotiation skills*

#### *Delivering Quality and Results*

- *Ability to work in a proactive and autonomous way*
- *Entrepreneurship*

#### *Prioritising and Organising*

- *Capacity to deliver in a structured way*
- *Planning capacity*

#### *Resilience*

- *Stress resistance*

#### *Working with Others*

- *Ability to work in a team*
- *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:*