



EUROPEAN COMMISSION

Job Description Form

Job description version2
Job description version 352815 in *FPI.1*
Valid from until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Global and trans-regional threats

Domains

Generic domain

EU FOREIGN RELATIONS (excl Security and Defence)

Intermediate domain

Specific domain

SAFETY, SECURITY and CRISIS MANAGEMENT

Sensitive job

No

Overall purpose

Under the supervision of the Head of Unit, the candidate will contribute to: the consistency of EU external action in relation to the security and development nexus; the implementation of policies and activities to address external security threats to the EU; EU capacity building activities of third countries with a focus on security (e.g. counterterrorism, transnational organised crime, critical infrastructure protection, CBRN, climate change and security). In particular, the candidate will advise on and steer the implementation of programmes and projects financed under the thematic programme on peace, stability and conflict prevention, which is part of the EU's Neighbourhood, Development and International Cooperation - Global Europe instrument, and its predecessor programme, the Instrument contributing to Stability and Peace (IcSP).

Legal disclaimer

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

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To prepare project identification and formulation activities in order to present to relevant Quality Support Groups and to prepare financing proposals for submission to Inter-Service Consultations and Financing Committees*
- *To prepare in close collaboration with the unit "Finance and Contracts" and based on models established, tenders, call for proposals, contracts and grant agreements and to participate in tender evaluation committees and / or selection of grant projects*
- *To initiate contracts and ensure the encoding and maintenance of information in relevant databases*
- *In certain areas agreed in advance, validate tenders, calls for proposals, contracts and grant agreements and progress reports and compliance services provided by contractors*
- *Organise and participate in expert missions and assist in the preparation of external audit*
- *To analyse, disseminate and ensure the monitoring of the results and recommendations of the evaluation reports and audit to ensure lessons learned and dissemination of best practices*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Provide operational verification of legal commitments at all levels such as funding decisions, projects or contracts, particularly in the context of CRIS*
- *Verify compliance services provided by contractors for contracts directly managed by FPI and approve reports*
- *Validate budget commitments, global or individual payment orders, forecasts or orders of recipe collection and debit notes, especially in the context of CRIS*
- *Ensure that payments are due, certify that the invoices / payment requests are "in fact" or "certified correct", especially in the context of CRIS*

+ EXTERNAL RELATIONS

- *Contribute to defining strategic priorities for EU actions in close cooperation with geographic services, EEAS and Delegations, and, where relevant, with outside organisations*
- *Contribute and/or animate relevant thematic networks*
- *Contribute to Commission representation in relevant Council Working Groups*
- *Contribute to a better communication, information sharing and coordination in the area of sector support (within FPI, with RELEX family DGs, EEAS, Delegations and where appropriate line DGs, with EU/MS and the Council) and to improve visibility and understanding of EC development cooperation on sector related issues*
- *Contribute (in coordination with EEAS and others if applicable) to international fora concerning relevant thematic areas*
- *Participate in the drafting of responses to queries on sector related matters, from the Council, the European Parliament and the European Court of Auditors*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Prepare and/or contribute to inter-service consultations in areas covered by or of relevance to the unit*
- *Follow decision-making processes of the Commission for the allocation of financial resources*

+ EVALUATION and QUALITY MANAGEMENT

- *Monitor of the use of sector policy support instruments*

- *Liaise on issues related to result oriented monitoring and assessment of the impact and contribute to the development of criteria and instruments for monitoring and assessment of impact*
- *Gather information on results and contribution to the formulation of development and sector policies*
- *Assist in the evaluation of sector specific support programmes*
- *Contribute to various reports on thematic issues*

+ **EVALUATION**

- *Participation to QSG process in order to provide assurance on the application of quality standards*
- *Contribute to the multi-annual programming under the lead of geographical directorates and other central management thematic budget lines units*

Job requirements

Experience"

+ **SAFETY, SECURITY and CRISIS MANAGEMENT**

Job-Related experience: at least 3 years

Qualifier: essential

Experience of at least 3 years in security policy related fields, and at least 3 years in project management and programming ideally in the area of security policy or a closely related field; analysis and reporting skills; good knowledge of EU security policies and programmes, EU institutions, related decisional processes, CFSP, CSDP, JHA, EU external action and related EU external policies. Have security clearance at minimal level SECRET EU, or undergo security vetting if s/he does not already hold security clearance at the appropriate level, in accordance with the relevant security provisions. It will be considered a particular asset if the job holder has specific experience from EU institutions, EU Delegations or specialised agencies, especially in programme/project management.

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - *Budgetary rules and procedures*
- **POLICY**
 - **POLICY ANALYSIS**
 - **POLICY IMPLEMENTATION**
 - *Rules and procedures concerning the implementation of EU policies*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - **ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**

- *Administrative rules and procedures of the Institution*
- **SAFETY, SECURITY and CRISIS MANAGEMENT**
 - *SECURITY (from intentional non-IT offence)*
- **EU's INTERNAL and EXTERNAL SECURITY**
 - *Foreign and Security Policy (CFSP)*
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**
 - *Missions and mandates of the Directorate General*
- **INTERNATIONAL RELATIONS (generic)**
 - *EXTERNAL RELATIONS*

Competences

- **Analysing and Problem Solving**
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- **Communicating**
 - *Ability to communicate in meetings*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
 - *Negotiation 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: