



## EUROPEAN COMMISSION

### Job Description Form

Job description  
Job no° 261846 FPI.4.DEL.Brazil.004  
Valid from XXXX until

### Job Holder

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer

##### **Domains**

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

###### **EXTERNAL RELATIONS**

EU FOREIGN RELATIONS (excl Security and Defence)

##### **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.

##### Functions and duties

##### + PROGRAM/PROCESS/PROJECT MANAGEMENT - Preparation FPI programmes with a specific focus on Foreign Policy Needs

- *Prepare timely, solid and accountable programmes under NDICI, with a particular focus on foreign policy needs but also peace and stability, by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of political relevance and 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 relevance and desirability, legal eligibility, and practical feasibility, and help improve proposals from these perspectives.*

- *During the preparation stage, consult and co-ordinate in the field (within the Regional Team) and/or in Brussels as appropriate, with all relevant EU or outside actors, not least EU Delegations EEAS and Commission services, EU Member States' local representations, in Geographic Working Groups and third parties or other relevant international organizations.*
- *Preparation and drafting of non-papers, concept notes for the assessment by the Quality Support Group and preparation of the fiches for the Annual Action Plans or individual measures.*
- *Contribute to Concept Notes and Action Fiches for Foreign Policy Actions prepared by line DGs and EEAS*
- *Following formal adoption of programmes, ensure contracting within the Regional Team*
- *During the implementation period of programmes, as part of the the Regional Team, prepare and/or advise headquarters as appropriate, on any relevant amendments or extensions and periodically review the need for additional measures.*

+ PROCUREMENT and CONTRACT MANAGEMENT - Contracting and follow-up of FPI Projects

- *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 including drafting of ToRs and tender dossiers, 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, including the 6-monthly and annual report, and to both SDAO Reports (Delegation and RT in Brazil) and monthly notes, overview tables, the web site, different briefings, formal or informal 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, and all other activities of an operational manager as may be required.*
- *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.*

+ POLICY COORDINATION - Identification and co-ordination of possible FPI projects within the RT-Americas

- *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 NDCI 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.*
- *Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping.*
- *In collaboration with Delegation staff holding relevant policy briefs, coordinate relations with international, regional and local partners and civil society organisations on the thematic fields of responsibility.*

+ REPRESENTATION and NEGOTIATION - Representation and external coordination

- *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 at Delegation level, Member States' services and representatives of third countries.

+ **EXTERNAL COMMUNICATION (general) -**

- Support FPI in its representation in meetings with regard to preparation and implementation of FPI projects.
- Identify opportunities for internal and external communications and prepare communications materials working closely with relevant colleagues at the RT and in headquarters.
- Produce and disseminate best practices. Participate in exchanges of experiences.
- Provide information for audit by Commission services or the European Court of Auditors.

**Job requirements**

**Experience**

Job-Related experience: at least 5 years

Qualifier: essential

- 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.
- Good Portuguese verbal and written communication skills would be an advantage

**Languages**

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

## **Knowledge**

- **PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
    - **PROCUREMENT**
    - **CONTRACT MANAGEMENT**
  - **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 Commission
    - **COMMUNICATION and PUBLICATION**
      - **THEORY and PRACTICE of COMMUNICATION**
        - Communication and information strategy
      - **MISSIONS, MEETINGS and VISITS (incl Protocol Service)**
        - Missions, seminars, meetings
  - **IT TOOLS for SPECIFIC APPLICATION AREAS**
    - IT tools and systems for **INTERSERVICE CONSULTATION and COORDINATION**
  - **DG- or SERVICE- INTERNAL MANAGEMENT and COORDINATION**
    - **HORIZONTAL COORDINATION**
      - Strategic Planning and Programming (SPP)
  - **INTERNATIONAL RELATIONS (generic)**
- **EXTERNAL RELATIONS**
- BUDGET, FINANCE, CONTRACTS and ACCOUNTING BUDGET and FINANCE**
- **FINANCIAL and BUDGETARY MANAGEMENT**
  - Budgetary rules and procedures
  - Budgetary requirements, allocations, monitoring and reporting
- AUDIT, CONTROL and INSPECTION**

## **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
  - Ability to write clearly and concisely
- **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

Ability to work within a team

**Organisational entity**

Type: *section*

Size: *0 to 21 people*

Gender balance  
(within the entity): *Balanced team*  
Presentation of the entity:

**Job related issues**

Atypical working hours

**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: