



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Local HR validation*)
Job description version261862 in *FPI.2.DEL.Thailand.003*
Valid from until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Sensitive job

No

Overall purpose

In coordination with Headquarters (HQ) and the network of EU Delegations in the region, and under the authority of the Head of the FPI Regional Team for Asia/Pacific, the jobholder will manage projects funded under the ICSP and the NDICI.

The jobholder will contribute to the identification, formulation and implementation of projects/programmes and will contribute to the annual activity report and any other reporting requirements as appropriate.

In close cooperation with relevant sections at the host and other Delegations in the region, the jobholder will be involved in the monitoring of unfolding political and crisis contexts and the associated analytical work, including aspects related to longer-term crisis preparedness and conflict prevention activities.

The jobholder may also be requested to support other FPI actions in Asia/Pacific, as needed.

Legal disclaimer

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

Functions and duties

+ POLICY ANALYSIS

- *At the request of FPI HQ, provide inputs to the EU institutions' work on 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 sensitivity assessments and Post Crisis Needs Assessments (both PDNAs and PCNAs), to an extent to be decided by the EU Delegation and FPI HQ. 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, conflict prevention and peace building, as well as other EU policies relevant to FPI action in the Asia/Pacific region;*
- *Support HQ and Delegations in implementing EU policy commitments regarding conflict prevention, including through advising Delegations in the region on mainstreaming conflict prevention and sensitivity in all activities;*
- *Contribute towards establishing and maintaining contact with stakeholders as appropriate for effective responses to crises and, 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.*

+ POLICY COORDINATION

- *In the geographical region of responsibility, follow closely the policy developments and windows of opportunity in order to identify/adapt proactively the scope for the new/ existing ICSP/PI/NDICI interventions;*
- *Contribute to the shaping of the overall EU policy in a given geographic and thematic scope, in close cooperation with EEAS geographic 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.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *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 appropriate EU or outside actors, not least EEAS and Commission services, EU Member States' local representations and third parties or other relevant international organizations;*
- *Prepare timely, solid and accountable programmes under the above instruments, 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;*
- *During the implementation period of programmes, prepare, in coordination with FPI HQ, any relevant amendments or extensions, and periodically review the need for additional measures.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *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 (drafting ToRs, launching tenders, managing and monitoring calls for proposals, tenders, evaluations and selections of projects etc.) in close co-ordination with the implementing partners, EU Delegations, RT finance cell, and desks at HQ; For all ongoing contracts under direct responsibility, 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 annual reports and monthly notes, overview tables, the web site, different briefings, formal or informal inter-service 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. Ensure recovery, de-commitment, and regularization of finance, and all other activities of an operational officer as may be required;*
- *Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as requested; Follow-up of financial circuit and provide necessary operational initiation/verification visas according to the current regulations and financial circuits approved by FPI.*
- *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)*

+ INSTITUTION REPRESENTATION and NEGOTIATION

- *Support FPI in its representation at meetings with regard to preparation and implementation of ICSP/PI/NDICI 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 and reply to questions from European Institutions, Member States and the general;*
- *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"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

Experience in project management, at least one, and preferably more, of the minimum of three years of prior professional experience should be directly pertinent to the type of duties to be carried out, including in the field of international crisis response. Geographic desk-work or EU Delegation (or equivalent) experience will be an advantage. Knowledge of the Asia/Pacific region will be an advantage. An excellent knowledge of English is essential and a good knowledge of French is an asset.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Budgetary requirements, allocations, monitoring and reporting
Rules and procedures relating to grants
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
Public procurement and financial subsidies
- **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
PROGRAM MANAGEMENT and MONITORING
PROJECT MANAGEMENT
Project monitoring methods and techniques
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
- **COMMUNICATION and PUBLICATION**
THEORY and PRACTICE of COMMUNICATION
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
Strategic Planning and Programming (SPP)
- **REPRESENTATION and NEGOTIATION**
RELATIONS with MEMBER STATES and CIVIL SOCIETY
National policies / legislation relevant to the programme / project / process
- **INTERNATIONAL RELATIONS (generic)**
Multilateral international agreements and negotiation methods and procedures
International organisations and agreements
EXTERNAL RELATIONS
EU External Assistance instruments

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
- *Working with Others*
Ability to work in a team

Job Environment

Organisational entity

Comments:

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:

Delegation/Representation

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: