



EUROPEAN COMMISSION

Job Description Form

Job description version? (*Local HR validation*)

Job description version 135234 in FPI.2

Valid from until

Job Holder _____

Name

Job Profile _____

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Crisis Response Planner

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

Specific domain

Sensitive job

No

Overall purpose

Contribute to the development and delivery of timely, solid and accountable EU responses to crises in countries outside the EU, in particular aspects of the Neighbourhood, Development and International Cooperation Instrument - Global Europe (NDICI-GE) that deal with conflict prevention, crisis response and peacebuilding as well as of the follow-up on the Instrument contributing to Stability and Peace, in co-ordination with other EU and international responses and actors.

Legal disclaimer

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

Functions and duties

+ POLICY COORDINATION

- *In the region of responsibility, follow closely the emergence of new crises, or developments and windows of opportunity within existing situations of crisis and conflict, in order to identify proactively the scope for new or additional EU crisis response interventions*
- *Contribute to the shaping of the overall EU policy in a given crisis, in close cooperation with geographic services and Delegations, through proactive participation in related meetings, and contribution to related briefings and other documents.*
- *Contribute to defining strategic priorities for EU crisis response actions, in close cooperation with geographic services, FPI Regional Teams and Delegations, and, where relevant and appropriate, with outside organisations.*
- *Contribute to the shaping of the overall EU policy on conflict prevention, crisis preparedness and peace-building, in close cooperation with EEAS/Commission thematic and geographic services, FPI Regional Teams and Delegations, and relevant international organisations such as UN agencies and specialised NGOs, through proactive participation in related meetings and contribution to related briefings and other documents*
- *Coordinate relations with international, regional and local partners and civil society organisations on the thematic fields of responsibility.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the identification of timely, solid, and accountable crisis response programmes under the 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 project proposals submitted from other Commission services, ensure rapid screening of proposals for political desirability, legal eligibility, and practical feasibility and help improve proposals from these perspectives.*
- *During the identification stage, consult and co-ordinate in Brussels as appropriate, with all appropriate EU or outside actors, not least Commission services and the EEAS.*
- *When the planned intervention is sufficiently mature, prepare the corresponding financing decision and associated documents for timely adoption by the College of Commissioners. Follow this process throughout to ensure that the decision successfully passes financial verification, inter-service consultation, and written procedure.*
- *Provide appropriate information on the action, before and after its adoption, to the Council and Parliament, and to the public, in coordination with the geographic desk(s). Following formal adoption of actions, ensure either centralised contracting, or timely sub-delegation to the responsible deconcentrated EU Delegation/FPI Regional Team. During the implementation period of actions, periodically review the need for additional measures and, for centrally managed contracts, prepare any relevant amendments or extensions.*
- *In the preparation of implementation, together with FPI regional teams and staff in Delegations, lead on the development of a theory of change for each new action and help ensure that appropriate indicators are identified and agreed with implementing partners.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *For all new actions in the area of responsibility to be contracted centrally, ensure timely and accountable negotiation of technical and financial aspects of the actions. Act as operational*

initiator in view of preparing the signature of contracts or award of grants, in close coordination with the implementing partners, Delegation and desks, as well as the finance section in FPI.6.

- *For all on-going centrally managed contracts under direct responsibility, monitor closely, and react to implementation reports, process or suspend payment requests, invoices, and requests for contract amendments without delay. monitor project expenditure so that claimed costs can be deemed to correspond to the work accomplished. Provide information for audit by Commission services or the European Court of Auditors.*
- *For all new actions to be contracted by the FPI Regional Teams, provide support where necessary in the negotiation, preparation and signature of contracts and awards of grants, as appropriate in consultation with the finance section in FPI. 6. Ensure that a theory of change is developed and that appropriate indicators are identified and agreed.*
- *For all on-going centrally managed contracts under direct responsibility, monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay. Monitor programme expenditure so that claimed costs can be deemed to correspond to the work accomplished. For all on-going contracts managed by FPI Regional Teams and EU Delegations in the area of responsibility, ensure periodic monitoring of implementation, and as appropriate support on COM reactions to implementation reports, and requests for contract amendments.*
- *Throughout the duration of projects, report and contribute as appropriate to geographic or thematic reports and documents, including annual reports and information notes, overview tables, the web site, and different briefings, formal or informal inter-service consultations, as well as replies to requests from the public or the Parliament, etc. During and after the period of implementation, supervise evaluation and audit of centrally contracted projects and ensure inputs into the evaluation and audit of projects managed by FPI Regional Teams or EU Delegations. Ensure or facilitate the dissemination of results as appropriate.*
- *Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EC assistance, as requested. Contribute to Unit 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). Contribute to Unit's 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

- *Represent the Commission at Council Working Groups or other meetings with regard to preparation and implementation of IcSP and NDICI projects.*
- *Consult and negotiate with all partners in the preparation and implementation of FPI projects, including Council Presidency, Member State governments, representatives of countries outside the EU, international organisations and non-governmental organisations.*

+ EXTERNAL COMMUNICATION (general)

- *Inform and reply to questions from European Institutions, Member States and the general public.*
- *Produce and disseminate best practices. Participate in exchanges of experiences.*
- *Contribute to appropriate EU visibility for FPI activities.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT, PROGRAM/PROCESS/PROJECT MANAGEMENT, EU FOREIGN RELATIONS (excl Security and Defence)

Job-Related experience:at least 3 years

Qualifier:essential

Experience of programme preparation and project management

+ POLICY COORDINATION

Job-Related experience:at least 3 years

Qualifier:desirable

Experience of policy work as geographic or thematic desk officer

Languages

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

Knowledge

- **ANALYSIS and INTELLIGENCE**
 - **ANALYSIS and ADVICE**
 - *Problem-solving by finding information and/or contacting appropriate people*
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - *Implementing rules*
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - **IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING**
 - *CRIS (Common Relex Information System)*
- **INTERNATIONAL RELATIONS (generic)**
 - **Stability and Peace**
 - *Stabilisation and peace building*
 - *Conflict prevention and resolution*

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*
- *Drafting skills*
- *Negotiation skills*

Delivering Quality and Results

- *Ability to work in a proactive and autonomous way*
- *Quality & process management abilities*

Working with Others

- *Ability to work in a team*

Job Environment

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: