



EUROPEAN COMMISSION

Job Description Form

Job description version (*Draft*)

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Valid from-until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

International Aid / Cooperation Officer - Regional Crisis Response Planner - Stability and Peace - based in Nairobi (Kenya)

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

EU FOREIGN RELATIONS (excl Security and Defence)

Specific domain

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 Eastern, Central and Southern Africa, the jobholder will manage projects funded under the Instrument contributing to Stability and Peace (IcSP) and the Neighbourhood, Development and International Cooperation Instrument (NDICI) - Global Europe. 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 of the 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 purpose of this FPI post is to contribute towards enhancing the EU's crisis response and conflict prevention work in the Great Lake Region (specifically DRC, Congo-Brazzaville and Burundi). The jobholder may also be requested to support other FPI actions in Africa as needed. The jobholder will be based in Nairobi, Kenya. The job requires frequent and sometimes long-term missions. Where requested by FPI, the jobholder will take part in the identification and preparation of new actions. This will involve the monitoring of unfolding political and crisis contexts and undertaking associated analytical work, in close cooperation with political and operational colleagues at the Delegations in the region covered.

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;*

- Support FPI HQ Crisis Response Planners with the identification and preparation/design of concepts and actions for interventions in the region;
- Prepare, support and participate in assessment exercises such as, conflict sensitivity assessments and Post Crisis Needs Assessments. 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 Eastern, Central and Southern Africa;
- 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

+ GENERAL PROGRAM MANAGEMENT

- 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

- 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;
- 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 organisations;
- 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.

+ PROGRAM / PROCESS / PROJECT 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 regularisation 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

+ PROJECT MANAGEMENT

- 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)

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- 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 informing and replying to questions from European Institutions, Member States and the general public;
- 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"

+ INTERNATIONAL RELATIONS (generic), EU FOREIGN RELATIONS (excl Security and Defence)

Job-Related experience: at least 3 years Qualifier: essential

Experience in project management, preferably including for international crisis response contexts. Geographic desk work or EU Delegation (or equivalent) experience will be an advantage. At least three, and preferably more, of the minimum of five years of prior professional experience should be directly pertinent to the type of duties to be carried out. Relevant experience in the field will be an advantage. An excellent knowledge of both French and English is essential as well as readiness to carry out regular field missions to the country(ies) of assignment. Previous experience in EU Commission services and/or EEAS and/or in an EU Delegation would be an advantage. Knowledge of the countries and region proposed would be an advantage. Ability to work in a team and in a multi-cultural environment and to handle issues of a sensitive political nature. Knowledge of EU policy and programmes relevant to conflict prevention, crisis response and peacebuilding would be an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *Budget requirements, allocation and reporting*
 - *PROCUREMENT and CONTRACT MANAGEMENT*
 - *Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - *Rules and procedures relating to the preparation of contracts*
- *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*
 - *PROJECT MANAGEMENT*
 - *Project contracts negotiation and monitoring*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
 - *ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*
 - *Administrative rules and procedures of the Institution*
- *COMMUNICATION and PUBLICA TION*
 - *THEORY and PRACTICE of COMMUNICA TION*
 - *MISSIONS, MEETINGS and VISITS (incl Protocol Service)*
 - *Missions, seminars, meetings (budgetary aspects)*
- *WORK/POLICY MANAGEMENT and COORDINA TION (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*
- *INTERNA TIONAL RELA TIONS (generic)*
 - *International organisations and agreements*
 - *EXTERNAL RELATIONS*

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

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: