



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version229182 in *FPI.2*
Valid from01/03/2023until

Job Holder

Name

Job Profile

Position

NOT APPLICABLE

Job title

International Relations Officer - Rapid Response Manager (Seconded National Expert)

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

EU FOREIGN RELATIONS (excl Security and Defence)

Specific domain

Sensitive job

No

Overall purpose

The overall purpose of this post is to contribute to and follow-up on policy developments in Crisis Response and Foreign Policy Needs with a view to ensuring coherence in the implementation of the Commission's priorities in these areas. The Policy Officer will help to identify, formulate and supervise implementation of activities under the Instrument contributing to Stability and Peace, Articles 3 and 4.

The Seconded National Expert (SNE) will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European Administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make Commitments, financial or otherwise, or to negotiate on behalf of the Commission.

Legal disclaimer

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

Functions and duties

+ POLICY COORDINATION

- *Contribute to the shaping of the overall EU policy in a given crisis.*
- *Contribute to the shaping of overall EU policy on crisis response, conflict prevention, peace-building, crisis preparedness and foreign policy needs.*
- *Under the supervision of an administrator, coordinate relations with international, regional, sub-regional and local partners as well as civil society organisations on the geographical and thematic fields of responsibility.*

+ GENERAL PROGRAM MANAGEMENT

- *Contribute to the effective identification, formulation and implementation of crisis response and foreign policy needs actions in the geographical area covered as well as to thematic actions related to conflict prevention, peace building and crisis preparedness.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Identify and consult interventions under the Rapid Response Pillar of NDICI - Global Europe, that fulfil the criteria of political desirability, legal eligibility, and practical and procedural feasibility.*
- *Under the supervision of an administrator, prepare financing decisions and associated documents for timely adoption.*
- *Provide appropriate information on the programme, before and after its adoption, to the Council and Parliament, and to the public, in coordination with the geographic desk.*
- *During the implementation period of programmes, prepare any relevant amendments or extensions, and periodically review the need for additional measures.*

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 3 years

Qualifier: an advantage

Experience of policy work as geographic or thematic desk officer. Experience of programme preparation and project management an advantage. Combination of both types of experience highly desirable.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C1	C1	C1	C1	C1
English	B2	B2	B2	B2	B2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Financial regulation and procedures
Implementing rules
- **POLICY**
- **EU's INTERNAL and EXTERNAL SECURITY**
Foreign and Security Policy (CFSP)
Conflict / crisis management
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
- **INTERNATIONAL RELATIONS (generic)**
Stability and Peace
Stabilisation and peace building
Conflict prevention and resolution
EXTERNAL RELATIONS
Principles of 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
Capacity to communicate technical or specialised information
Drafting skills
Negotiation skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Financial management skills
- **Prioritising and Organising**
Planning capacity
- **Working with Others**
Ability to work in a team

Job Environment

Organisational entity

Presentation of the entity:

The Unit manages rapid response actions in Africa and the Middle East – both under the Crisis Response and Foreign Policy Needs components – of NDICI-Global Europe. Thematically, the Unit leads FPI's work on peace and conflict prevention including mediation, early warning and transitional justice. It is also responsible for cooperation with High-income countries (HICs) and Public Diplomacy in HICs, in its geographic area of responsibility. The Unit works in close cooperation with the EEAS and all relevant European Commission services at headquarters as well as in EU Delegations. It acts as the EU's first responder in situations of urgency, emerging crisis, crisis and post-crisis and in providing support to urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy. Together with the FPI Regional Teams in Beirut, Nairobi and Dakar, the Unit collaborates closely with EU Member State agencies, international organisations, civil society and the private sector to effectively deliver on EU foreign policy commitments through conflict-sensitive and policy-driven action.

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: