



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)

Job no.229182 in *FPI.2*

Valid from 06/01/2017 until

Job Holder

Name

Job Profile

Position

NOT

APPLICABLE **Job title**

Policy Officer - Policy Officer - Seconded National Expert (SNE / END)

Domains

Generic domain

EXTERNAL RELATIONS **Intermediate domain**

EU FOREIGN RELATIONS (excl Security and Defence)

Specific domain

Job Family

Policy, Analysis, Advice and Statistics

Sensitive job

No

Overall purpose

The overall purpose of this post is to contribute to and follow-up on policy developments in Conflict Prevention and Crisis Response 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.

Functions and duties

+ POLICY COORDINATION - Identification and co-ordination of possible EU crisis response programmes

- *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, with outside organisations.*
- *Where appropriate, engage with other services to help define and plan the overall EU crisis response. Contribute to Coordination between different EU mechanisms such as political dialogue, CFSP Joint Actions including CSDP missions, and the most appropriate EU instruments, including the Instrument contributing to Stability and Peace. Involve as appropriate EU and International Community Bodies such as the UN agencies, and specialized NGOs.*

+ GENERAL PROGRAM MANAGEMENT-Programming

- *Contribute to the effective annual planning of Article 4 of the Instrument contributing to Stability and Peace (IcSP)*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project/process management - Preparation and management of Peace Building Partnership activities

- *Under the supervision of a Commission official, contribute to the launch, management and monitoring of Article 4 activities: contribute to the evaluation and selection of proposals/projects.*
- *Contribute to the launch, management and monitoring of Article 4 activities.*

+ SPECIFIC PROJECT/PROCESS MANAGEMENT - Preparation of crisis responses programmes under the IcSP and peacebuilding

- *Identify and consult programmes under the Instrument contributing to Stability and Peace (IcSP), that fulfil the criteria of political desirability, legal eligibility, and practical and procedural feasibility.*
- *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.*
- *In the preparation of implementation, together with FPI staff in Regional Teams, 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.*

Job requirements

Experience

Job-Related experience: at least 5 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*
- *Budget, Finance & Contracts*
- *Policies*
- *SAFETY, SECURITY and CRISIS MANAGEMENT*
 - *EU's INTERNAL and EXTERNAL SECURITY*
 - *Foreign and Security Policy (CFSP)*
 - *Stabilisation and peace building*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - *CRIS (Common Relex Information System)*
 - *Financial, budgetary and contractual tools*
- *IT Tools*

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

Job Environment

Organisational entity

Type:	Unit
Size:	16 to 25 people
Gender balance (within the entity):	balanced team
Comments:	
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: Security vetting required