

EUROPEAN  
COMMISSION  
Job Description  
Form

Job no. XXXXX in FPI DEL. LEBANON  
Job Description Version 1 (Active)  
Valid from XX/xx/201x until

*Job Title* International Cooperation Officer, Operations – Instrument for Stability

*Job description type*

Contract agent FG IV - Administrative, advisory, linguistic and equivalent technical tasks, performed under the supervision of officials or temporary staff.

*Overall purpose*

The primary purpose of this mixed responsibility job, under the supervision of the Head of the EU Delegation and the relevant Head of Operations/Section, is to advise on and manage (including monitor and report on) the implementation of programmes and projects financed from the EU's Instrument for Stability (IfS)<sup>1</sup> in Lebanon. In addition, the job holder will be available to support FPI Headquarters (FPI HQ) and the EU Delegation(s) with ongoing analysis of crisis/political contexts and, where appropriate, the associated identification/preparation of further IfS actions in the country. The job holder may be asked by FPI HQ to contribute to the identification/preparation, and possibly implementation oversight, of IfS actions in other countries in the region. In addition to IfS related responsibilities, the job holder may also be requested to contribute to the management of projects under other EU instruments, notably in the field of Security Sector Reform, Crisis and disaster risk management and peace building and reconciliation issues.

*Functions and duties*

+ Policy Analysis

- \* Assist the EU Delegation in Lebanon and FPI HQ with following developments in current and potential future crises and security threats in the country. This would include regular monitoring of political developments/early warning signals;
- \* Assist the EU Delegation and FPI HQ with analysis and the preparation of appropriate EU responses to crises in Lebanon;
- \* Advise and support FPI HQ crisis response planners with the identification and preparation/design of Instrument for Stability actions in Lebanon. Such assistance could, if requested by FPI HQ, be extended to other countries in the region;
- \* Support the EU Delegation's work in policy dialogues with relevant Government Ministries and Agencies in Lebanon, EU MS, the UN family and IFIs;
- \* Maintain an effective consultative process between the various services (Political, Operational, Press and Information, etc) within the host EU Delegation and, as may be requested by FPI HQ, with other EU Delegations in neighbouring countries, so as to contribute towards effective overall EU and IfS responses to crises and stabilisation efforts;
- \* Contribute towards establishing and maintaining contact with stakeholders as appropriate for effective responses to crises and, under the guidance of the Head of Delegation and the Head of Operations/Section, pursue a policy dialogue with stakeholders in key areas/sectors;
- \* Prepare, support and participate in Post Crisis Needs Assessments (both PDNAs<sup>2</sup> and PCNAs<sup>3</sup>), to an extent to be decided by the EU Delegation and FPI HQ in consultation with EEAS HQ and other concerned Commission services. Such assistance could, if requested by FPI HQ, be extended to other countries in the region.

+ Internal Communication: Reporting to Headquarters

- \* Observe, monitor and report regularly (as well as to specific requests) in a timely fashion to FPI HQ on the development of crises in the country of posting (and elsewhere in the region if relevant) and the implementation of IfS and other related actions, including those financed by EU Member States and other donors, as well as in response to any specific requests;
- \* Ensure direct contacts/linkages between IfS actions under preparation/implementation and actions being considered or under implementation with funding by other EU instruments and other multilateral and bilateral donors.
- \* In addition to IfS related responsibilities, the job holder may also be requested to report on sector issues under other EU instruments, notably in the field of Security Sector Reform, Crisis and disaster risk management and peace building and reconciliation issues.

+ Programme /Project/Process Management: Project cycle management

- \* Contribute to programme identification and appraisal, with FPI HQ crisis response planners, IfS RCRPOs and the various local actors. Provide extensive input to the preparation of Commission Decisions for IfS actions;
- \* Contribute to all aspects of procurement processes linked to IfS actions (incl. drafting of Terms of Reference, elaborating/establishing contracts, preparing and monitoring procurement procedures);
- \* Manage and monitor ongoing IfS programmes and projects, and possibly contribute to the management of other projects under other instruments, including through attendance at management and monitoring meetings, steering groups (where relevant), and

<sup>1</sup> Indications to IfS in the text may refer to both short-term emergency assistance measures (art 3 of IfS Regulation; EC 1717/2006 of 15 November 2006) and longer-term capacity building/preparedness measures (arts 4 (1, 2 and 3) of the IfS Regulation).

<sup>2</sup> PDNA = Post Disaster Needs Assessment

<sup>3</sup> PCNA = Post Conflict Needs Assessment

elaborate progress reports on projects and propose corrective action as and when needed;

- \* Give "operational visa" on documents where required. Act as GESTOPE in CRIS for IfS projects and programmes as well as for project and programmes under other EU instruments the job holder might be requested to contribute;
- \* Support the planning and carrying out of ROM monitoring activities as well as evaluations and ex-post controls of IfS projects (including for projects that may be formally managed by FPI HQ) as well as for project and programmes under other EU instruments the job holder might be requested to contribute;
- \* Maintain contacts relevant for project planning and implementation with bilateral and multilateral donors in the host country;
- \* Contribute to the Delegation's multi-annual programming exercise for sector security reform and to ensure crisis preparedness, conflict prevention and conflict sensitivity criteria are mainstreamed at country level, on the basis of the strategies drawn up by EEAS and DEVCO.

+ Project /Process Management: Preparation and follow-up of calls for tender (assistance)

- \* Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects;
- \* Ensure the follow-up of the implementation of projects and the performance of project managers and partners, incl. monitoring of contractual obligations (via periodic reviews, audits, reporting and assistance, etc.);
- \* Support communication and other horizontal and networking aspects of IfS programmes/projects in the country, as appropriate and based on security/confidentiality/political appropriateness concerns as well as for project and programmes under other EU instruments the job holder might be requested to contribute.

+ Representation, Negotiation, Participation:

- \* Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official actors;
- \* Prepare and assist in missions from Headquarters.

+ External Communication: Communication relating to IfS programmes and projects

- \* Extract and disseminate best practices and facilitate exchange of experiences;
- \* Contribute to the production of publications/information material as linked to IfS programmes and projects;
- \* Produce and disseminate, as appropriate and at the request of the Head of Delegation and/or FPI HQ, the results of projects at workshops, seminars and other public events.

## Formal education

+ University level education of a duration of at least 3 years: essential

Formal education which corresponds to completed university studies of a least three years' duration attested by a diploma, preferably including subjects in one or more of the following domains: Politics/international relations/social sciences/management.

Competencies : Project management theory and practice. Understanding of EU structures and procedures.

*Note that equivalent experience (as detailed below) can replace a formal education requirement specified as essential.*

## Experience

+ 5 year(s): essential

Domains: 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 two, 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.

*Note that the item refers to the experience needed for this specific job without prejudice to the minimum experience required in open competitions for eligibility for similar jobs.*

## Training

Project Cycle Management

## Languages

+ English

- \* Understanding: Excellent
- \* Speaking: Very good
- \* Reading: Excellent
- \* Writing: Excellent

+ French

- \* Understanding: Very good
- \* Speaking: Very good
- \* Reading: Very good
- \* Writing: Very good

Knowledge of Arabic would also be a significant advantage.

*Note that the competence on languages refers to the languages specifically required for this job and takes for granted that the jobholder's profile at the time of recruitment complied with art. 28 f of the Staff Regulations.*

## *Skills*

### Communication skills:

- Ability to communicate in meetings: Very good
- Ability to understand and be understood: Very good
- Capacity to communicate technical or specialised information: Very good
- Capacity to present issues to an audience: Very good
- Ability to chair meetings: Good
- Drafting skills: Excellent

### *Other:*

- Professional experience in the management of external aid actions, working with/through Civil Society/NGOs, Public Administrations and other actors.
- Management of Grant, Service and Supply Contracts.
- Working knowledge of the procedures for the implementation of the general budget of the European Union.
- Previous experience in EU Commission services (DEVCO, FPI, ECHO - previously RELEX/DEV/EuropeAid) and/or EEAS and/or in an EU Delegation would be an advantage.
- Knowledge of the country of posting and/or the region 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.
- Competence in monitoring, evaluation and other quality control and assessment techniques.

## *Commentaries*

- Contact: [Staffan SORMARK \(HoA\)](#) and [Diego ESCALONA \(HoS\)](#)
- Applications should be sent to the Delegation's mailbox [delegation-lebanon@eeas.europa.eu](mailto:delegation-lebanon@eeas.europa.eu)
- Please attach a Curriculum Vitae indicating relevant diplomas and experience and a short motivation letter.
- Deadline for application: 24 March 2014