



**EUROPEAN COMMISSION**  
Job Description Form

Job description version2 (*Active*)  
Job no.214933 in *FPI.2.DEL.Libya.003.95*  
Valid from 15/06/2015 until

**Job Holder**

**Name**

**Job Profile**

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Manager - EU policies - International Cooperation Officer, Operations - Instrument contributing to Stability and Peace

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Specific domain**

EXTERNAL COOPERATION and DEVELOPMENT

**Job Family**

Programmes, Projects, Actions & Funds

**Sensitive job**

No

**Overall purpose**

The primary purpose of this mixed responsibility job, under the supervision of the Head of the EU Delegation (Libya) and the relevant Head of Section, is to advise on and manage (including monitor and report on) the implementation of programmes and projects financed from the EU's Instrument contributing to Stability and Peace (IcSP) in Libya/Tunisia. 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 IcSP actions in the country. The job holder may be asked by FPI HQ to contribute to the identification/preparation, and possibly implementation oversight, of IcSP actions in other countries in the region. In addition to IcSP related responsibilities, the job holder may also be requested to contribute to the management of projects under other EU financing instruments. The job holder will be posted to Tunis but would have to be prepared to move to Libya should the Delegation return to the country.

## **Functions and duties**

### **+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming**

- *Assist the EU Delegation in Libya/Tunisia 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 Delegations and FPI HQ with analysis and the preparation of appropriate EU responses to crises in the region and their impact on Libya/Tunisia and potentially also other neighbouring countries;*
- *Advise and support FPI HQ crisis response planners with the identification and preparation/design of Instrument for Stability actions in Libya/Tunisia. Such assistance could, if requested by FPI HQ, be extended to other countries in the region;*
- *Support the EU Delegations' work in policy dialogues with relevant Government ministries and Agencies, 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 Delegations and, as may be requested by FPI HQ, with other EU Delegations in neighbouring countries, so as to contribute towards effective overall EU and IcSP 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 Heads of Delegations and the Heads of Operations/Sections, pursue a policy dialogue with stakeholders in key areas/sectors;*
- *Prepare, support and participate in Post Crisis Needs Assessments (both PDNAs and PCNAs ), to an extent to be decided by the EU Delegations 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 (general) - 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 IcSP 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 IcSP actions under preparation/implementation and actions being considered or under implementation with funding by other EU instruments and other multilateral and bilateral donors.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management

- *Contribute to programme identification and appraisal, with FPI HQ crisis response planners, IcSP RCRPOs and the various local actors. Provide extensive input to the preparation of Commission Decisions for IcSP actions;*
- *Contribute to all aspects of procurement processes linked to IcSP actions (incl. drafting of Terms of Reference, elaborating/establishing contracts, preparing and monitoring procurement procedures);*
- *Manage and monitor ongoing IcSP 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 elaborate progress reports on projects and propose corrective action as and when needed. Give "operational visa" on documents where required – GESTOPE;*
- *Give "operational visa" on documents where required. Act as GESTOPE in CRIS for IcSP projects and programmes;*
- *Support the planning and carrying out of ROM monitoring activities as well as evaluations and ex-post controls of IcSP projects (including for projects that may be formally managed by FPI HQ); 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 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.*

+ SPECIFIC 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 IcSP programmes/projects in the country, as appropriate and based on security/ confidentiality/political appropriateness concerns.*

+ RELATIONS with MEMBER STATES and CIVIL SOCIETY - 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 (general) - 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 IcSP programmes and projects;*
- *Produce and disseminate, as appropriate and at the request of the Heads of Delegations and/or FPI HQ, the results of projects at workshops, seminars and other public events.*

## Job requirements

### Experience

+ EU and POLITICS (general). OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

Job-Related experience: at least 5 years

Qualifier: 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.

### Languages

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

### Knowledge

- *Budget, Finance & Contracts*
  - *Contract management*
    - *Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
  - *Financial regulation and procedures*
    - *Internal procurement procedures and terminology*
- *Audit, Control, Inspection & Evaluation*
  - *Evaluation principles and techniques*
    - *Evaluation of programmes and projects*
    - *Programme planning and evaluation*
- *Management and Organisation*
  - *Project management*
    - *Project monitoring methods and techniques*

### Competences

- *Communicating*
  - *Ability to communicate in meetings*
  - *Ability to understand and be understood*
  - *Capacity to communicate technical or specialised information*
  - *Capacity to present issues to an audience*
  - *Drafting skills*
  - *Ability to chair meetings*

## Job Environment

### Organisational entity

Type:

Size:

Gender balance (within the entity):

*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:*