



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Approved*)  
Job description version317017 in *DEVCO.G.1.DEL.Dominican Republic.003*  
Valid from16/07/2019until

#### Job Holder

**Name**

#### Job Profile

**Position**

ADMINISTRATOR - TEAM LEADER

**Job title**

Head of Cooperation

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

To contribute to the conception, elaboration and implementation of development cooperation strategies and programmes; to manage the Cooperation section; to assist the Head of Delegation in the representation of the Commission regarding development cooperation matters and replace him/her, if needed.

**Legal disclaimer**

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

## **Functions and duties**

### **+ (BUSINESS) MANAGEMENT and PLANNING - Management of the operations section**

- *Ensure the initiation, follow-up and co-ordination of all external aid programmes and projects by planning the activities and allocating tasks and responsibilities to the operations section.*
- *Maintain an overview of the phases of the operations cycle in relation to devolved programmes. Ensure adequate risk monitoring by identifying, assessing, reporting and managing the risks specific to the activities under the operations section(s)' responsibility.*
- *Monitor and control the operations section(s)' performance, respect of the priorities and fulfilment of their objectives, bringing significant problems to the immediate attention of the Head of Delegation and relevant Directorate in DG DEVCO.*
- *Ensure that the Head of Delegation is fully briefed on aid management issues. Fulfil the responsibilities of acting Head of Delegation, as required.*

### **+ HUMAN RESOURCE MANAGEMENT - Management of personnel of the operations' sections**

- *Contribute to the drafting of job descriptions and assist the Head of Delegation in the recruitment process for contract agents and local agents in the Operations section(s)*
- *Whenever required, act as Reporting Officer by Delegation (ROD) for the appraisal of contract agents in the operations section(s) as well as assist the Head of Delegation in preparing the appraisal reports for local agents in the operations section(s).*
- *Whenever required, give an opinion on requests regarding personnel administration, i.e. leave, work patterns (e.g. part-time work), ethics matters (e.g. external activities), training etc.*
- *Maintain interactive communication with staff in the operations section(s), so that staff are informed on all relevant policy and strategic aspects affecting the cooperation work and get appropriate feedback on their actions. Identify training needs of operations section staff.*
- *Supervise and provide guidance to members of the operations section(s), when necessary, in the area of their respective competence. Inspire and actively support members of the operations section(s) towards the accomplishment of their missions through effective professional and human advice and coaching.*
- *Motivate staff, create a good team spirit and create an environment in which each member of staff feels appreciated.*

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

- *Conduct policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern, and in particular for areas relevant to budget support operations.*
- *Contribute to sector analysis and to the definition of sector strategies for the EU, for the key sectors of intervention in the country, in close coordination with other sections in the Delegation where relevant (political, trade etc.).*

### **+ POLICY DEVELOPMENT - Policy Definition aid programming**

- *Coordinate the process of preparing country strategy papers (where applicable) and programming reviews, in particular regarding the policy agenda of the host countries under the responsibility of the Delegation, the analysis of the medium-term challenges and the definition of priorities and preparation of multiannual programming.*
- *Co-ordinate all reporting on external assistance matters produced by the Delegation, in particular the External Assistance Management Report (EAMR) in close co-operation with the Head of Contracts and Finance section.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Coordination and harmonisation with other donors

- Where applicable, lead the joint programming process with other EU Member States.
- Contribute to the conception and follow-up local implementation of the harmonisation of aid policies and procedures with EU Member States.
- Ensure effective operational coordination with Member States, including informing Headquarters about Member State policies and programmes, and be responsible for on-the-spot aid coordination.
- Participate in donor assistance group meetings and act as a focal point for overall coordination with the World Bank, IMF, UN agencies, EIB, etc.
- Give presentations on EU activities; represent the EU Delegation in forums relevant to development cooperation activities. Contribute to increasing the visibility of the actions/programmes financed by the EU.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management by Head of Cooperation

- Coordinate the contribution of operations section(s) to the programming process and ensure quality and coherence.
- Give quality support to operations section(s) on the coherence of programmes with sector policies, on the terms of key programme identification and feasibility studies, on annual action programmes and on the terms of major calls for project implementation tenders.
- Represent the EU in Steering Committee meetings / Management Boards for key EU-funded programmes or ensure adequate representation by staff from the operations section(s).
- According to Headquarters' instructions and sub-delegation of the powers of authorising officer, sign secondary commitments and contracts financed from operational budget lines.
- In accordance with a sub-delegation of powers of authorising officer to this effect, carry out the sub-delegation also in case of absence of the Head of Delegation, irrespective of the general deputising arrangement.

**Job requirements**

**Experience"**

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 5 years

Qualifier: essential

Job-Related experience in the fields of economic and/or development cooperation. Experience in financial and contract management is an advantage. Experience in an EU Delegation is an advantage.

**Languages**

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

## Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*FINANCIAL and BUDGETARY MANAGEMENT*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*CONTRACT MANAGEMENT*
- *POLICY*
- *(BUSINESS) MANAGEMENT and PLANNING*
- *INTERNATIONAL RELATIONS (generic)*  
*INTERNATIONAL COOPERATION and DEVELOPMENT*  
*Cooperation and development aid*  
*EUROPEAN DEVELOPMENT FUND (EDF)*

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*
- *Communicating*  
*Ability to chair meetings*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Capacity to act upon problems*
- *Prioritising and Organising*  
*Coordination skills*  
*Planning capacity*
- *Resilience*  
*Stress resistance*
- *Leadership*  
*Ability to lead a team*  
*Capacity to plan and manage resources*  
*Managerial communication skills*

## Job Environment

### Organisational entity

Type:	Section
Size:	0 to 15 people
Gender balance (within the entity):	balanced team
Comments:	

### Presentation of the entity:

The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments

**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:*

The country is emerging from the Ebola Epidemic, concentrating in the short term on getting to zero cases before focusing on the recovery and getting back to normal.

**Other**

*Comments:*