



## EUROPEAN COMMISSION

**Vacancy notice COM/2019/1421 (Status: Published)**

### **HEAD OF COOPERATION - (AD5/AD12)**

DEVCO.G.1.DEL.Dominican Republic.003

SANTO DOMINGO(Dominican Republic)

COM number: COM/2019/1421

Publication: from 29/05/2019 to 14/06/2019 until 12.00 hours  
noon Brussels time

Vacancy open to candidates from other institutions: yes

Vacancy open to candidates from EPSO reserve list: yes

### **Job Properties**

Job ID:	317017
Job available from:	16/07/2019
Management job:	no
Budget:	Administration
Security clearance required:	yes

### **We are**

The Delegation of the European Union in Santo Domingo represents the EU vis-a-vis the Dominican Republic. As such, its responsibilities include the coordination of development cooperation with Member States and other stakeholders, promoting the EU's interests and values and pursuing the EU's policies in all areas. The EU Delegation in Santo Domingo consists of around 35 staff, and is composed of one Political, Press and Information section; one Cooperation section; one Trade section, one Finance, Contracts and Audit section; and one Administration section. The EU Delegation is responsible for the design, elaboration and implementation of the EU's bilateral development cooperation with the Dominican Republic, as well as other regional and thematic programmes relevant for the country.

### **We propose**

We propose a challenging job as Head of Cooperation in charge of the conception, elaboration and implementation of development cooperation strategies and programmes with the Dominican Republic. The selected candidate will lead a team of 10 staff.

## **We look for**

The candidate must have a demonstrated capacity and relevant experience, in particular:

- minimum 3 years' experience in Development cooperation/external relations;
- background/experience in sectors relevant for EU cooperation with Dominican Republic
- good experience of budgetary, financial and contractual procedures related to the implementation of development cooperation;
- good representation and communication skills in ES and EN.
- experience in Team managementstrong ability to think strategically and translate policy into action;
- sound judgement, efficient prioritisation combined with a strong sense of team-play and experience in coordination/ cooperation with different interlocutors;

Experience in an EU Delegation would be an asset.

## **Recruitment policy**

Who else other than officials with a type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12) can apply for this job?

Officials whose type of Post of the Person is "Senior administrator in transition" (AD14) and "Principal administrator in transition" (AD13) can also show their interest for this job. If she/he is selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AD with grades AD5 to AD12 can apply for this job.

Applications of officials from the EEAS (AD5 – AD12 only) who were Commission officials until they became EEAS officials are eligible and will be considered as internal candidacies.

Applications from officials currently serving in a Delegation who are not included in the current rotation list are not, in principle, eligible and will only be considered in the interest of the service.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any point in their careers. However, candidates should note that, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency receiving the transfer request.

At any stage of the procedure the selection process can be terminated and the post filled by a transfer (Art. 7 Staff Regulations).

A posting to a Delegation is normally for maximum 4 years. After 2 successive postings, officials must return to Headquarters. Derogations to these rules are exceptional and are only granted in the interest of the service. No derogation may lead to a consecutive period of service in Delegation of more than 12 years.

It is in the interest of the service to ensure that staff members in Delegations are able to complete full postings before reaching the age of retirement.

Applicants must be able to work in a different socio-cultural environment and adapt quickly to evolving situations. Candidates are deemed to be fully aware of the local living conditions (including the accommodation and schooling conditions), the provisions of Annex X of the Staff Regulations, and security provisions (including security clearance). Individual post reports are available at <http://webgate.eeas.testa.eu/eeas/eeaszone/?q=node/26853> or from EEAS BA.HR.3.

The appointment will be made in line with a policy of equal opportunities and is subject to prior favourable opinion of the Medical Service.

Commission officials should apply via the on-line application modality in Sysper (use the "apply for this job" button). All other candidates (other institutions, EPSO laureates) should send their CV and motivation letter (including document certifying their status and grade) to "HR AMC J30 VACANCY NOTICES" (HR-AMC-J30-VACANCY-NOTICES@ec.europa.eu) before the deadline, indicating in the "subject" field the COM vacancy number and the name of the DEVCO.G1 or the country of assignment.

For information related to Data Protection, please see the Specific Privacy Statement.

### Contacts

Name	Phone number	Email
Petra AUSTER	(1809) 2270525	Petra.AUSTER@eeas.europa.eu

### How to apply

Commission officials or other officials with access to SYSPER have to use the on-line application module in SYSPER when applying for a vacant post (using the "Apply for this job" button).

Once SYSPER has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via SYSPER was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in SYSPER sufficiently in advance (modifications are possible until the expiry of the deadline). In the case of technical problems with SYSPER or for candidates without access to the SYSPER vacancy module, applications via e-mail also need to be submitted within the deadline.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-AMC-J30-VACANCY-NOTICES@ec.europa.eu

### Closing date

The closing date for registration is 14/06/2019. Registration will not be possible after 12:00 noon Brussels time.

### Eligibility criteria and other important information

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/Pages/recruitment.aspx?ln=en>



## 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 Profile

**Position**

ADMINISTRATOR - TEAM LEADER

**Job title**

Head of Cooperation

**Domains****Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain****Specific domain****Job Family**

Team Coordination

**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.

## **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:*