



EUROPEAN COMMISSION

Job Description Form

Job description version 9 (Approved)
Job description version 191766 in ECHO.A.1
Valid from 01/07/2024 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - EU Policies / ERCC Duty Officer

Domains

Generic domain

CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To provide appropriate administrative and logistical support to the EU Civil Protection Mechanism, in particular to ensure efficient functioning of its Emergency Response Coordination Centre (ERCC).

Legal disclaimer

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

Functions and duties

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- Participate in the duty system of the Emergency Response Coordination Centre (ERCC) as ERCC Duty Officer..
- Perform duty shift work in the ERCC and as needed support in normal office hours.
- Maintain a high level of situational awareness (e.g. making use of monitoring, early warning and communication tools, use CECIS and other emergency communication tools, liaise and coordinate with stakeholders including ECHO Field and EU delegations, follow specific training and refreshings, dissemination of information products, updates of the ERCC Portal, sharing and dissemination of operational information to ERCC interlocutors, archiving information).
- Facilitate coordination during emergencies (e.g. establish and maintain the common operational picture, operational tasks to facilitate the deployment of capabilities and experts under the UCPM, establish and maintain lists of contacts).
- Facilitate the transport of assistance to disaster areas (e.g. assist in handling transport requests from EU Member States and UCPM Participating States, identify opportunities to

pool and share cargo flights between EU Member States and UCPM Participating States, coordinate with the EU transport broker to identify transport solutions, disseminate information and notifications for transport support).

- *Support the preparation and deployment of EUCP Teams to emergency areas (e.g. provide lists of available experts, prepare contracts, make travel and accommodation arrangements, and follow up on reimbursements).*

+ POLICY DEVELOPMENT

- *Perform the necessary general ad hoc tasks that arise in relation to the post and the achievement of the objectives of the unit.*

Job requirements

Experience"

+ SAFETY, SECURITY and CRISIS MANAGEMENT, CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID, MILITARY and POLICE

Job-Related experience: at least 2 years

Qualifier: an advantage

Languages

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

Knowledge

- SAFETY, SECURITY and CRISIS MANAGEMENT
- CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID
 - Environmental civil protection
 - HUMANITARIAN AID
- IT TOOLS for SPECIFIC APPLICATION AREAS
 - IT tools for OFFICE AUTOMATION
 - MS Office applications

Competences

- Communicating
 - Ability to understand and be understood
 - Capacity to communicate technical or specialised information
- Drafting skills
- Delivering Quality and Results
 - Client orientation
- Prioritising and Organising
 - Capacity to deliver in a structured way
 - Coordination skills
- Resilience
 - Stress resistance
- Working with Others
 - Ability to work in a team

Job Environment

Organisational entity**Presentation of the entity:**

ECHO.A.1. aims at a rapid, effective and coherent EU response to major disasters occurring inside and outside the EU. The unit hosts the Emergency Response Coordination Centre (ERCC), with a 24/7 duty system, which facilitates, supports and coordinates EU civil protection operations. The ERCC also provides a platform for effective coordination both within the DG and with other Commission services, EU institutions and bodies, as well as Member States during the emergency phase. It provides a number of common services for DG ECHO, other Commission Services and EU actors involved in disaster and crisis management. It is the contact point for ARGUS, activations of the Integrated Political Crisis Response Arrangements (IPCR) and the Solidarity Clause. The unit manages the transport and operations budget in support of UCPM response activities, and coordinates DG ECHO's rapid response to sudden-onset disasters.

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:

Other

Comments:

Due to the nature of DG ECHO's mandate, the DG must be able to respond rapidly in times of crisis. A flexible approach is therefore necessary with respect to responsibilities, sometimes involving temporary reassignment to a different unit.