EUROPEAN COMMISSION

Job Description Form

Job description version3 (Draft)
Job description version 253967 in ECHO.DDG.D.3
Valid from until

Job Holder

Name

Job Profile

Position
CONTRACT AGENT FGII

Job title
Project Agent

Domains
Generic domain
CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

Intermediate domain

Specific domain
HUMANITARIAN AID

Sensitive job
No

Overall purpose
To provide assistance to the Desk Officers in their daily job, to coordinate the administrative processes and procedures in order to obtain the desirable results and to reach the objectives of the unit, as they are described in the mission of the unit, while always respecting the administrative rules of the European Commission.
**Functions and duties**

**PROCUREMENT and CONTRACT MANAGEMENT**
- Ensure the follow-up on the financial requests and the respect of the deadlines of each action via the appropriate e-tools
- Coordinate the creation, the update and the search of data, folders and documents in the relevant databases (e-tools, HOPE, etc...) while also managing the attributions and the delegations into the e-tools as the workflow manager
- Prepare, amend and follow up grant agreements, contributions and amendments in accordance with the Framework Partnership Agreement (FPA) and the Guidelines
- Prepare, modify and monitor financing decisions and HIPs. Ensure compliance with procedures.
- Managing mail with partners and distribute and file the incoming correspondence

**OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
- Manage the administrative aspects of contracts and amendments under the authority of the responsible Desk Officer(s)
- Assist desks in the interpretation and application of applicable administrative rules and procedures, in particular as regards contracts, amendments, decisions and adaptations related to ECHO humanitarian interventions and ensure quality control of them.
- Check the full submission of the final reports (single form, financial report and its annexes) and make sure that the applicable deadlines are respected
- Ensure timely verification and follow-up of final reports, including management of scoreboards in the framework of sound financial management
- Save outgoing mail in an archiving IT application (ARES)
- Check the Unit's e-signatories and files

**HORIZONTAL COORDINATION**
- Train and coach newly recruited colleagues
- Participate in meetings of working groups related to the function (ECHO Assistants Pool, IT, e-tools, document management, etc.)

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**Job requirements**

**Experience**

**OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
- Job-Related experience: at least 2 years
- Qualifier: desirable

**Languages**

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<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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Knowledge

- STATISTICS and general MATHEMATICS
- ANALYSIS and INTELLIGENCE
  - ANALYSIS and ADVICE
    - Data processing
- FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING
- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  - PROCUREMENT and CONTRACT MANAGEMENT
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
    - Rules and procedures relating to the preparation of contracts
- IT TOOLS for SPECIFIC APPLICATION AREAS
  - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
    - Ares
- INSTITUTION-LEVEL COORDINATION and CONSULTATION
  - INTER-SERVICE COORDINATION and CONSULTATION
    - Inter-service consultations and their procedures

Competences

- Communicating
  - Ability to communicate in meetings
  - Drafting skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Eye for detail / Accuracy
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising
  - Planning capacity
- Resilience
  - Stress resistance
- Working with Others
  - Ability to work in a team
  - Knowledge sharing

Job Environment

Organisational entity

Presentation of the entity:
The mission of the unit is to provide humanitarian support to people affected by natural disasters and man-made crises in the countries of East and Southern Africa, including the Great Lakes region. Relief assistance is targeted at the most vulnerable groups caught up in natural or manmade disasters, in situations where local resources are insufficient to meet the needs. In carrying out its mission, the unit proposes both the strategy and funding of humanitarian actions and oversees the delivery of aid in coordination with relevant stakeholders. The unit manages funds of the European Union humanitarian aid budget, and, as applicable, external assigned revenue which finances assistance and protection programmes implemented by international humanitarian organisations. It ensures that aid is accessible for its intended recipients and administers the funds in accordance with the principles of humanity, impartiality, neutrality and independence, as defined in the European Consensus on Humanitarian Aid.
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.