Job Holder

**Job Profile**

**Position**  
CONTRACT AGENT FGIV

**Job title**  
Legal Officer

**Domains**  
- Generic domain  
  CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID
- Intermediate domain
- Specific domain  
  LAW

**Sensitive job**  
No

**Overall purpose**  
To provide legal counsel and advice on the legal aspects of humanitarian aid and civil protection, and to liaise with Partners of DG ECHO.

**Legal disclaimer**  
Users are advised to check the available list of Legal Disclaimers related to their contract type.
Functions and duties

+ **LEGAL ANALYSIS, ADVICE and ASSISTANCE**
  
  • To give legal advice to the Director General, ECHO units and the partners of ECHO (NGOs and International Organisations) with regard to the legal aspects of humanitarian aid and civil protection
  
  • To prepare guidelines and other supporting documents for the ECHO Units and the partners of ECHO (NGOs and International Organisations) on the legal/contractual aspects of the Framework Partnership Agreement (FPA), the Financial and Administrative Framework Agreement with the UN (FAFA) and the grant/contribution agreements.
  
  • To follow-up legislative developments affecting DG ECHO’s legal framework
  
  • To follow developments and ensure internal and external coordination related to restrictive measures and their impact on humanitarian aid
  
  • To give legal advice to the Service regarding contentious cases

+ **INTERNAL COMMUNICATION (general)**
  
  • To prepare briefings, speeches, speaking and defensive points for the Commissioner, Director General, Director and other DGs on questions relating to the legal/contractual aspects of partnership

+ **PRODUCING LEGISLATION (generic)**
  
  • Prepare, draft, update, consolidate proposals for Community legislation in the area of humanitarian aid and/or amendments thereof.
  
  • Draw up proposals for legal instruments.

+ **HORIZONTAL COORDINATION**
  
  • To liaise with the Commission Legal Service, DG BUDG, DG DEVCO, DG NEAR, FPI and other Commission services as necessary.

**Job requirements**

**Experience** + **LAW**

Job-Related experience: at least 3 years

Qualifier: desirable

Previous experience of working in humanitarian aid or the external relations of the European Union, or in EU budget implementation would be an asset; The job holder should have a good knowledge of EU legal procedures, as well as experience in coordinating and following-up on tasks.

**Languages**

<table>
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<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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**Knowledge**

• **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  
  • **BUDGET and FINANCE**
    • Financial regulation and procedures
  
  • **POLICY**
• **LAW**
  ◦ **LEGISLATIVE WORK**
    • Preparation and adoption of legislative proposals and other acts
• **CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID**
  ◦ **HUMANITARIAN AID**
• **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
  ◦ **EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS**
    • Decision-making procedures of the Council, the Commission and the European Parliament

**Competences**

• **Analysing and Problem Solving**
  ◦ Ability to conceptualise problems, identify and implement solutions
  ◦ Capacity to analyse and structure information
• **Communicating**
  ◦ Ability to understand and be understood
  ◦ Drafting skills
• **Prioritising and Organising**
  ◦ Coordination skills
• **Working with Others**
  ◦ Sociability skills

**Job Environment Organisational entity**

**Presentation of the entity:**

The unit ensures the overall consistency of policy development and strategy within DG ECHO with respect to Civil Protection and Humanitarian Aid and seeks synergies and complementarity between the different actors. It represents DG ECHO in relevant international and multilateral fora such as the UN, underpinning the Commission’s leading role as a humanitarian donor in the UN hubs in New York and Geneva. It also facilitates the development of DG ECHO’s international and multilateral relations in the field of civil protection and disaster risk reduction.

Working closely with the EU Delegations in Geneva, New York and Washington DC through its staff members there, the unit also represents the EU in international dialogues on humanitarian issues, including on the normative frameworks for humanitarian action (UNGA and ECOSOC). It also coordinates the DG’s overall relationship with the UN system as well as the World Bank and OECD. The unit coordinates the DG’s strategic relationships with key humanitarian partners, in particular OCHA, international non-governmental organisations as well as with other DAC and non-DAC donors and relevant regional organizations. The unit is responsible for the Good Humanitarian Donorship Initiative and follow-up of the World Humanitarian Summit (WHS), including the Grand Bargain as well as the localization of aid. The unit is responsible for the Humanitarian Aid Regulation and the European Consensus on Humanitarian Aid. It is also responsible for DG ECHO’s relations with the other EU institutions. As regards interinstitutional relations, the unit ensures strong links with EU Member States, the Presidency, the Council and the European Parliament in the areas of humanitarian aid, civil protection and emergency support including through the relevant Council working parties. In this context, the unit is responsible for the COHAF working group and ensures DG ECHO participation at the pre-GRI. The unit acts as focal point for DG ECHO for relations with the EEAS and the Commissioners’
Group on a Stronger Europe (CGSE); it is also closely involved in the preparation of, and follow up to, the work of External Action Coordination Group (EXCO). It coordinates and develops policy for the DG as a whole on civil-military relations and ensures follow-up to the EU Integrated Approach, including as regards conflict early warning and conflict sensitivity.

The unit provides advice on legal issues, in particular as regards the legal framework for humanitarian aid and civil protection. It also provides legal advice, and ensures contacts with the Commission Legal Service, on all relevant aspects of EU and international law. It is the focal point in DG ECHO for issues pertaining to the relationship between restrictive measures and 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:**

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**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.