EUROPEAN COMMISSION
Job Description Form

Job description version 2 (Approved)
Job description version 320085 in ECHO.A.2
Valid from 16/09/2022 until

Job Holder
Name

Job Profile
Position
CONTRACT AGENT FGIII

Job title
Programme Assistant

Domains
Generic domain
CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

Intermediate domain
Specific domain

Sensitive job
No

Overall purpose
Contribute to activities relating to emergency disaster management, civil protection in general and particularly the European Civil Protection Mechanism. Contribute to further developing and implementing operational procedures that will address the different aspects related to the strengthening of the Mechanism. This will include contacts with other Commission services. Contribute to budgetary planning and reporting.

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

+ POLICY DEVELOPMENT
  • Assist the Team Leader, Head of Unit, the Director and the Director General on policy-related matters.
  • Draft/contribute to policy proposals, background papers, legislative texts, briefings, replies to correspondence and parliamentary questions.
  • Perform the necessary general or ad hoc tasks that arise in relation to the post and the achievement of the objectives of the unit.
  • Contribute to policy development in civil protection

+ REPRESENTATION, NEGOTIATION and PARTICIPATION
  • Maintain contacts with national and international authorities in the field of civil protection.
  • Contribute to operational aspects of cooperation with external actors and organizations
  • Coordination and relations with international organisations. Operational follow up of agreements and memoranda of understanding.
  • Participate in meetings with other services and organisations.

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)
  • 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.
  • Work actively towards effective internal co-ordination and co-operation between Commission departments in the assigned policy areas.
  • Participate in inter-service meetings and draft replies to inter-service consultations.
  • Inter-institutional relations on issues related to the work of the unit. Work actively towards effective internal co-ordination and co-operation between Commission departments in the assigned policy areas.

+ INTERNAL COMMUNICATION (general)
  • Support the communication focal point of the unit in disseminating information to other parts of the DG on the activities of the unit and on civil protection in general.
  • Contribute to the development of internal communication and the sharing of knowledge within the Directorate General.
  • Contribute to operational aspects of cooperation with external actors and organizations, including visits.

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  • Ensure sound contractual and financial management respecting relevant standards, instructions, rules and regulations, more particularly within the framework of the sub-delegation of powers of authorizing officer received.
  • Monitor the implementation of the contract / grant agreement to ensure that the work is proceeding according to plan.
  • Elaborate the project’s budget.
Job requirements

Experience"

+ **PROGRAM / PROCESS / PROJECT MANAGEMENT, POLICY**
  Job-Related experience: at least 2 years
  Qualifier: desirable

+ **PROJECT MANAGEMENT, POLICY DEVELOPMENT**
  Job-Related experience: at least 2 years
  Qualifier: essential

+ **PROGRAM MANAGEMENT and MONITORING**
  Job-Related experience: at least 2 years
  Qualifier: essential

Languages

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<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 and BUDGETARY MANAGEMENT**

- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - **PROJECT MANAGEMENT**

- **INTERNATIONAL RELATIONS (generic)**
  - **EXTERNAL RELATIONS**

Competences

- Analysing and Problem Solving
  - Capacity to analyse and structure information
- Communicating
- Prioritising and Organising
  - Capacity to deliver in a structured way
- Resilience
  - Stress resistance
- Working with Others
  - Ability to work in a team

Job Environment

Organisational entity

Presentation of the entity:
Unit A2 is responsible for a number of activities, such as:
- development and management of the response capacities available to the Union civil protection and humanitarian aid operations;
- development and management of the rescEU assets, including through engagement with the private sector and civil protection practitioners;
- further operational development of the European Civil Protection Pool, including the development of quality and interoperability standards and certification for modules, the registration of response capacities, adaptation and repair funding, and certification;
- policy development in humanitarian transport and logistics and for ensuring strategic dialogue with all humanitarian logistic/aviation service providers;
- management of the humanitarian flight service operating in Africa, ECHO Flight;
- Implementation of the Emergency Support Instrument, notably its Mobility Package;
- Development of the new initiative European Humanitarian Response Capacity (EHRC), including prepositioned stockpiles of emergency items and reinforced EU Humanitarian Air Bridge (HAB) operations.

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.