

## **Vacancy Notice**

### **Directorate A - Emergency Response Coordination Centre**

#### **ECHO. A1 - Emergency Response operations**

#### **Programme Assistant - EU Policies / ERCC Duty Officer**

**Contract Agent FG III**

**Brussels, Belgium**

**Deadline for publication: 05/04/2024, by noon (Brussels time)**

**Job available from: 01/07/2024**

**Job Nr: 191766**

#### **We are**

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.

#### **We propose**

- The successful candidate will work in a dynamic and challenging international working environment;
- The job will be carried out in cooperation with a wide range of partners inside and outside the EU;
- She / he will be offered a full set of learning and training opportunities targeted to the needs of the job;

## **We look for**

- A 2-years' experience in the EU institutions and knowledge of the internal procedures and the functioning of the Commission. More particularly experience in crisis management, civil protection, and humanitarian aid; safety and security; and military and policy would be an advantage.
- Excellent organisational skills necessary to setting and organising priorities in order to provide high-quality work to strict deadlines.
- Good sense of initiative, good adaptability, flexibility, teamwork and inter-personal skills are required.
- Excellent language skills in English and good knowledge of French. Other languages will be considered an asset.
- The successful candidate will also be part of the duty shift roster in the ERCC, performing day and night shift on a specific rotation basis. The majority of the shifts in the ERCC require work outside the official working time bandwidth.

## **Recruitment policy**

Please note the following conditions in order to be an eligible candidate:

- You have passed an EPSO CAST in the required functional group (CA FG III or higher) - or -
- The candidate is enrolled in the CAST Permanent in the required functional group -> register your application in CAST Permanent - it is open for registration and there is no deadline for submitting applications: [Job opportunities | Careers with the European Union \(europa.eu\)](https://europa.eu/european-union/en/job-opportunities)
- A level of post-secondary education of at least three years attested by a diploma or a level of secondary education attested by a diploma giving access to post-secondary education
- You must have a minimum of three years of professional experience.
- You must have an EU citizenship.

After a selection based on the CVs, the selected candidates will be invited for the interview.

*Candidates should be aware that, 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.*

**How to apply**

Candidates should send their CV with a one page motivation letter (both in .pdf format) to the functional mailbox [ECHO-A1@ec.europa.eu](mailto:ECHO-A1@ec.europa.eu) within the deadline, indicating clearly in the subject field the name of the DG ECHO unit concerned, i.e. ECHO., and the title of the position. Candidates should also indicate their EPSO CAST number.

**Contact**

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