VACANCY NOTICE

Directorate ECHO.D - Sub-Saharan Africa, South and East Asia, Latin America, Caribbean and Pacific

ECHO.D.3- East and Southern Africa

Project Agent

Contractual Agent: FG II
BRUSSELS (Belgium)
Job available: 01/12/2022
Deadline for applications: 26/08/2022 (by noon, Brussels time)
Job ID: 253967

We are

The mission of the unit is to provide humanitarian support to people affected by crises in the countries of Eastern and Southern Africa and in the Great Lakes region. Relief assistance is targeted at the most vulnerable groups caught up in natural or man-made 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.

We propose

A position for an experienced Project Agent. The successful candidate will be closely integrated in a friendly and dynamic team. She/he will provide administrative support and ensure the follow-up on the financial requests as well as the respect of the deadlines of each action via the appropriate e-tools.

She/he is expected to assist the Desk Officers in managing the funding of the European Union humanitarian assistance in the countries under the unit’s remit and to help maintain an effective information flow and communication within the team and towards other services and external contacts.

The selected candidate for the post will:

- Coordinate the administrative procedures regarding contracts and amendments.
- Coordinate and update data, files, and documents in various e-tools.
- Follow deadlines regarding funding requests.
- Prepare and modify financing decisions, the Humanitarian Implementation Plans (HIPs) and manage correspondence with the partners.
- Provide assistance to the ECHO Desk Assistants Pool in case of urgent situations.
We look for

A motivated and dynamic colleague, who will have:

• The ability to work well in a team and to deliver quality outputs while multitasking under pressure.
• An experience of 2 years with operational administrative assistance is desirable.
• The ability to work in a proactive and autonomous way.
• Very good knowledge of written and spoken English, ability to work in French would be considered as an asset.
• Previous experience in rules and procedures relating to preparation of contracts would be considered as an asset.

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 II or higher)
  
or
• You must be enrolled in the application below in the required functional group (CA FG II)

Register your application in 'CAST Permanent' for Contract Agents - it is open for registration since 5 January 2017 and there is no deadline for submitting applications –

• You must have an EU citizenship

After the selection based on the CVs, the selected candidates will be invited for an 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 operational unit.

How to apply

The candidates should send their CV with a one page motivation letter (both in pdf format) to the functional mailbox ECHO-D3-SECRETARIAT@ec.europa.eu within the deadline, **indicating clearly in the subject field** the name of the ECHO unit concerned, i.e. ECHO.D3 and the title of the position. Candidates should also **clearly indicate their EPSO CAST number.**

Contacts

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