CALL FOR EXPRESSION OF INTEREST
Directorate A: Emergency management and rescEU
ECHO.A2. Capacities and operational support

Programme Assistant

Contract Agent FG III
BRUSSELS (Belgium)
Deadline: 09/09/2022, by noon (Brussels time)
Job available: as from 16/09/2022
Job ID: 320085

We are

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.

We propose

We propose a very interesting and challenging position aiming at supporting the development and management of the European emergency response capacities, especially related to the European Civil Protection Pool, but also in other areas (such as rescEU).

The candidate for this post will:

- Ensure further policy development of the European Civil Protection Pool in general, and in particular the certification process;
- Ensure the appropriate processes and tools are in place to support the certification process;
- Ensure regular/timely consultation of the Member and Participating States, mainly through the Commission expert group on Capacities;
- Contribute to the internal coordination (with other units) on emergency response activities (e.g. the Emergency Response Coordination Centre, Training & exercises, Horizontal issues) to ensure a common and integrated approach with regard to the European Civil Protection Pool;
• Provide policy support on emergency response and management, in close collaboration with other relevant units;
• Provide support on grant management (adaptation grants, etc.);
• Ensure representation of the unit as relevant;
• Coordinate the Civil Protection budgetary planning for the unit

We look for

The successful candidate should be a dynamic, flexible and proactive team player, with:

• An experience of at least 2 years in Policy and Program/Process/Project Management is desirable;
• An experience of at least 2 years in Policy Development, Project Management, Program Management and Monitoring is essential;
• Knowledge in the field of emergency management in general, and of civil protection and/or humanitarian aid in particular;
• Good problem-solving and analytical capacities;
• Experience in grant management would be an asset;
• Strong commitment and a proven capacity for autonomously delivering high quality outputs, often on short notice and under tight deadlines;
• Strong writing skills (clear and to the point), mainly in English. A good knowledge of French would be an asset.
• Good interpersonal and communication skills.

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: https://epso.europa.eu/job-opportunities/cast_en.
• 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 operational unit.

How to apply

The candidates should send their CV with a one page motivation letter (both in .pdf format) to ECHO-SECRETARIAT-A2@ec.europa.eu, within the deadline, indicating clearly in the subject field the name of the DG ECHO unit concerned, i.e. DG ECHO A2, and the title of the position. Candidates should also indicate their EPSO CAST number.
Contacts

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