EUROPEAN COMMISSION
Job Description Form

Job description version1 (Active)
Job no.250660 in DEVCO.E.DEL.Nigeria
Valid from 25/09/2017 until

Job Holder
Name

Job Profile
Position
CONTRACT AGENT FGIV
Job title
International Aid / Cooperation Officer - Political affairs and peace and stability
Domains
Generic domain
EXTERNAL RELATIONS
Intermediate domain
Specific domain
Job Family
External and Inter-Institutional Relations
Sensitive job
No
Overall purpose
Under the authority of the Head of Delegation and the Head of sector, contribute to the drafting and management of projects and programmes and of development assistance and of financial and technical cooperation in the fields of political affairs and peace and security at regional level (West Africa) and back up the colleagues in the section, on all files of the other components of the Regional cooperation.
Functions and duties

+ GENERAL PROGRAM MANAGEMENT - Cooperation’s strategy and management
  • Support and conduct policy dialogue and coordination with all relevant ministries, agencies, donors, civil society organisations and other relevant stakeholders in the areas of peace and stability and regional governance.
  • Implement, ensure and / or monitor the proper implementation and / or application of EU policies and programmes. Participate as mandated in key groups.
  • Report on intelligence gained as regards Good Governance/ peace and stability in its regional dimension especially actions of the government that are directly related to EU actions.

+ POLICY DEVELOPMENT - Policy analysis and preparatory assessments
  • Analyse and / or assess relevant data and information in order to develop, support, implement and / or monitor policy-making, European strategies, negotiations and / or management and planning decisions.
  • Contribute to sector analysis and to the definition of sector strategies for the EU under the National Indicative Programme, as well as under the Regional Indicative Programme and the thematic initiatives.
  • Monitor, evaluate and report on all pertinent intelligence gathered in the field, as well as in response to any specific requests from headquarters, and act where necessary / appropriate in influencing the positive outcome for the development of Nigeria.
  • Timely contribute to the Delegation's reports ensuring comprehensiveness and quality.
  • State, explain and defend EU policies and political positions vis-à-vis the various interlocutors in Nigeria and ensure coherence between cooperation strategies in Nigeria and other EU policies.
  • Draft and update comprehensive analysis reports, annual reports, synthesis reports and / or briefings. Assistance to the Head of Section and the Head of Operations with the drafting of relevant management reports to Headquarters (External Management Report, Annual Management Plan, Annual Action Plans), as well as in response to any specific requests for briefing and information.

+ POLICY COORDINATION - Relations with other EC Services, EU Member States, other diplomatic missions & International Organisations
  • Prepare, participate and if appropriate chair meetings, follow up discussions on with EU Member States and other diplomatic missions. Draft reports of meetings and transmit relevant documents.
  • Organise and maintain relations with a network of contacts in other International Organisations.
  • Maintain good and effective contacts with the local operators in the field, with the national and local authorities and institutions, private sector representatives and professional organisations, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other relevant stakeholders.
  • Prepare and assist in missions from Headquarters.
+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Delegation’s project cycle management

- Contribute to the programming, identification and appraisal of programmes and projects in close cooperation with the beneficiary institutions in Nigeria.
- Management of all stages of the Project Cycle, including Preparation of Financing Proposals and Agreements; Implementation, Monitoring and Evaluation.
- Preparation, launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects/offers in line with EU and EDF general guidelines and procedures.
- Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.
- Deal with horizontal activities, consultation and networking aspects of the projects, including providing support to national and local authorities as well as to selected NGOs and other non-state actors, with regard to the preparation and implementation of projects under her/his responsibility, in order to ensure their relevance, sound definition and effectiveness.

+ EXTERNAL RELATIONS - Communication relating to programme and projects

- Produce and disseminate results of EC cooperation at workshops and seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange in the field of food security, rural development and environmental protection.
- Communicate relevant EC policy objectives and major policy initiatives and contribute to increased awareness of stakeholders and partners.
- Monitor correct implementation of EC visibility guidelines. Exercise quality control and provide advice to the establishment and implementation of visibility plans.
- Ensure coherence of visibility plans and alignment with delegation communication strategy, closely cooperate with the Delegation Press & Information Officer.

Job requirements

Experience

Job-Related experience: at least 3 years
Qualifier: desirable
Formal education which corresponds to completed university studies of at least three years’ duration attested by a diploma in political sciences, economics or subjects relevant for the portfolio. • A suitable professional experience of at least 3 years (technical, financial and administrative) in development cooperation/programmes in the areas covered by the portfolio will be regarded as an asset. • Fluency in English including excellent drafting skills. Working knowledge of French an advantage. • Professional experience in the management of external aid and knowledge of the procedures for the implementation of the EDF and the EU budget will be regarded as an asset. • Positive spirit and motivation and willingness and capability to work under difficult conditions in a post-crisis environment

Languages

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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<td>C1</td>
<td>C1</td>
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<td>French</td>
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<td>B1</td>
<td>B1</td>
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</tbody>
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Knowledge

• SAFETY, SECURITY and CRISIS MANAGEMENT
  □ SECURITY (from intentional non-IT offence)
• EXTERNAL RELATIONS
  □ EXTERNAL COOPERATION and DEVELOPMENT
    □ Cooperation and development aid
    □ Cooperation with developing countries

Competences

• Communicating
  □ Ability to understand and be understood
  □ Drafting skills
• Delivering Quality and Results
  □ Ability to work in a proactive and autonomous way
• 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

<table>
<thead>
<tr>
<th>Type:</th>
<th>Delegation / Representation</th>
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<tbody>
<tr>
<td>Size:</td>
<td>more than 25</td>
</tr>
<tr>
<td>Gender balance (within the entity):</td>
<td>predominance of women</td>
</tr>
</tbody>
</table>

Comments:

The team is small and very dedicated to the success of the tasks. It is mainly gender unbalance with the predominance of women; the candidate should have a solid team spirit, be a good communicator, be able to work in an international environment and be tolerant in a different cultural environment.

Presentation of the entity:

The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments.

Job related issues

[ ] Atypical working hours

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: