



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job no.89253 in *DEVCO.DGA2.04*
Valid from 09/06/2017 until

Job Holder

Name

[Redacted]

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Evaluation Officer - Evaluation manager

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EVALUATION and QUALITY MANAGEMENT

Job Family

Planning, Programming and Evaluation

Sensitive job

No

Overall purpose

To organise and manage evaluation activities, especially those relating to the assessment of EU external co-operation policies and programmes, and to contribute to the development of good practice in the evaluation of co-operation activities, under supervision of an official.

Functions and duties

+ EVALUATION and QUALITY MANAGEMENT - Project Manager for the Evaluation Support Service

- Under the supervision of the Project and Programme Evaluation Team Leader, act as Project Manager for the implementation of the contract for the Evaluation Support Service (ESS). In particular, prepare meetings with the ESS Team, review their reports and activities, and animate discussions about the further development of the ESS, taking into account opinions from EU Delegations and other interested parties.

+ EVALUATION and QUALITY MANAGEMENT - Evaluation Manager for strategic evaluations

- Prepare and manage specific strategic evaluations, based on attribution decisions by the management of the unit. In particular, draft Terms of Reference, launch Requests for Services, establish reference groups, chair meetings and supervise the execution of each phase of the evaluation.
- Take steps to promote the uptake of evaluation results into the legislative, budgetary and strategic programming processes, disseminate results to stakeholders and the public, including through dissemination seminars, and coordinate the preparation of fiches contradictoires.

+ EVALUATION and QUALITY MANAGEMENT - Methodological work

- Contribute to internal and external work to develop methodologies, tools and practices for the evaluation of specific external co-operation policies, programmes and projects.
- Participate in the unit's Working Group on Quality of Project and Programme Evaluations.

+ EVALUATION and QUALITY MANAGEMENT - BPC and contract management

- In close cooperation with the Head of Unit, prepare the unit's bi-annual contribution to Business Planning and Consolidation (BPC) and the unit's annual budget.
- Deal with the contract management of relevant strategic evaluations, including encoding of contracts, processing of payments, and encoding of riders.

Job requirements

Experience

Job-Related experience: at least 5 years

Qualifier: essential

Experience of at least five years in evaluation and/or external co-operation policies, programmes and contracting procedures is considered essential.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	B1	B1	B1	B1	B1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - *Budgetary rules and procedures*
 - **PROCUREMENT and CONTRACT MANAGEMENT**
 - *Rules and procedures relating to the preparation of contracts*
- **EVALUATION and QUALITY MANAGEMENT**
 - **EVALUATION**
 - *Evaluation organisation and management*
- **EXTERNAL RELATIONS**
 - *Principles of external relations*

Competences

- **Analysing and Problem Solving**
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- **Communicating**
 - *Ability to understand and be understood*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
 - *Negotiation skills*
 - *Ability to chair meetings*
- **Delivering Quality and Results**
 - *Ability to work in a proactive and autonomous way*
 - *Eye for detail / Accuracy*
- **Resilience**
 - *Stress resistance*
- **Working with Others**
 - *Ability to work in a team*
 - *Knowledge sharing*
 - *Sociability skills*

Job Environment	
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Organisational entity

Type:	Unit
Size:	0 to 15 people
Gender balance (within the entity):	predominance of women

Comments:

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:

A few missions per year. The work involves co-operation across the Relex family of Services, and to some extent across the Commission (steering groups, evaluation networks).

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: