



EUROPEAN COMMISSION

Job Description Form

Job description version 19 (*Active*)
Job description version 300477 in *FPI.3.001*
Valid from 22/12/2021 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Security Officer - Programme manager - Elections team

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

JUSTICE and HUMAN/CIVIL RIGHTS

Sensitive job

No

Overall purpose

Manage, under the direct supervision of the Head of Unit, EU Election Observation Missions (EOMs), Election Expert Missions (EEMs), Exploratory Missions (ExMs), Election Follow-up Missions (EFMs) and Election Observation and Democratic Support (EODS) projects; follow the implementation of the Deputy Chief Observer (DCO) and Service Provider (SP) contracts; ensure the correct implementation of the financial regulation, the respect of the mission timetable, and good practises in the implementation (i.e. approval of reports; management of the corresponding archives; conformity check for payments, etc.); follow-up on the closing down of missions and of previous dossiers as assigned; selection and recruitment of service providers, experts and observers; management of cross-cutting issues. The post entails a significant and important horizontal responsibility for issues linked to the security and safety of the electoral missions.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Contracting and follow-up of Decisions, actions (projects/programmes) or contracts.*
- *Provide the Operational Initiating Agent visa to financial transactions and ensure due upstream coordination with the Financial Initiating Agent, as provided in the relevant regulation and guidance.*
- *Monitor expenditure of actions and contracts closely so that claimed costs in all payment requests can be deemed to correspond to the work accomplished – conforme aux faits.*
- *Contribute to launching, managing and monitoring of calls for proposals / tenders, evaluation and selection of projects.*
- *Deal with horizontal activities and networking aspects of the programme and its projects.*
- *Ensure the follow-up of the implementation, the performance of project managers and partners and monitor contractual obligations.*

+ SAFETY, SECURITY and CRISIS MANAGEMENT

- *Be in charge of security and safety issues for electoral missions on the ground.*
- *Alert the hierarchy of risks which may jeopardize the deployment of missions & propose ways to mitigate those risks.*
- *In close coordination with the task managers and whenever it is necessary, frame the work of the missions' security experts, providing technical advice.*

+ TECHNICAL ANALYSIS and ADVICE

- *Contribute to the formation of multi-annual programmes and annual programming documents relevant to election observation.*
- *Participate and contribute to the creation of training and information activities relevant to the election observation, especially related to security.*
- *Contribute to the preparation of methodological tools for the implementation and monitoring of electoral missions.*
- *Exchange ideas and advise EU Delegations on operational and security issues regarding electoral missions.*
- *Contribute to the monitoring and development of ad-hoc IT tools (in particular "EOM Roster") for the organisation of electoral missions.*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Participate in relevant committees and inter-service groups meetings.*
- *Prepare documentation, follow-up and draft replies to inter-service consultations.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Experience in the management of external assistance projects, ideally in the areas of human rights and other thematic programmes. Previous experience of being directly responsible for the management of complex projects in third countries is an asset.

+ SAFETY, SECURITY and CRISIS MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: essential

Experience in the field of security in international or multi-cultural environment

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2

Knowledge

- **LAW**
LEGAL ANALYSIS, ADVICE and ASSISTANCE
Analysis of legal and contractual documents
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
Project monitoring methods and techniques
- **SAFETY, SECURITY and CRISIS MANAGEMENT**
SECURITY (from intentional non-IT offence)
Management of security measures and protocols
Security analysis in crisis situation
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
CRIS (Common Relex Information System) Saisie Budget
IT tools for OFFICE AUTOMATION
Word
- **INTERNATIONAL RELATIONS (generic)**
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- **Communicating**
Capacity to communicate technical or specialised information
Negotiation skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Entrepreneurship
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Resilience**
Stress resistance
- **Working with Others**
Ability to work in a team
Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- Atypical working hours
- Specialised Job

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: