EUROPEAN COMMISSION
Job Description Form

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Valid from 01/06/2022 until

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**Overall purpose**
Contribute to the development of policy and implementation frameworks in the field of disaster preparedness and prevention in humanitarian aid. Contribute to work on disaster preparedness and prevention actions under humanitarian aid. Contribute to the development of new tools and approaches in the framework of anticipatory action and disaster preparedness, including through innovative finance.

**Legal disclaimer**
Users are advised to check the available list of Legal Disclaimers related to their contract type.
Functions and duties

POLICY DEVELOPMENT

- Preparation of policy documents on disaster preparedness and prevention in humanitarian aid, in particular focusing on developing guidance on implementing DG ECHO's Disaster Preparedness Guidance.
- Contribution to the development and implementation of evidence based approaches to prevention and preparedness.
- Contribution to the development of indicators in the area of disaster preparedness.
- Development of new tools and approaches to anticipatory action and disaster preparedness, including innovative finance.
- Draft policy proposals, background papers, legislative texts, briefings, replies to correspondence and parliamentary questions, negotiations with other services and organisations.
- Contribution to the elaboration of new EU policies and activities or extension of existing ones in the area of disaster preparedness.

INSTITUTION-LEVEL COORDINATION and CONSULTATION

- Work actively towards effective internal co-ordination and co-operation between the Commission’s departments in the assigned policy areas.
- Provide information and analysis of policy developments on prevention and preparedness.

PROGRAM / PROCESS / PROJECT MANAGEMENT

- Organise and manage expert groups in the area of prevention and preparedness.
- Contribute to work programmes and to the allocation of funds for prevention and preparedness.
- Assess project proposals and provide follow-up throughout the project cycle for humanitarian prevention and preparedness projects.

INTERNAL COMMUNICATION (general)

- Devise strategies for dissemination and implementation of policy frameworks, including through training.
- Prepare meetings, briefings, speeches and presentations for the Commissioner and the Director General.
- Provide information and analysis of policy developments for the management and other colleagues.

REPRESENTATION, NEGOTIATION and PARTICIPATION

- Maintain regular contacts and exchanges of information with public authorities in Member States and / or other countries, international organisations, NGOs and other relevant actorson issues relating to prevention and preparedness.

Job requirements

Experience

CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

Job-Related experience: at least 3 years
Qualification: essential
Experience in organisational planning, co-ordination, and execution. This includes strategic planning as well as managing programmes and projects.

Languages
### Knowledge

- CLIMATE, ENVIRONMENT and NATURAL RESOURCES
- POLICY
  - POLICY ANALYSIS
  - POLICY DEVELOPMENT
- PROGRAM / PROCESS / PROJECT MANAGEMENT
  - PROJECT MANAGEMENT
    - Project monitoring methods and techniques
- CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID
  - HUMANITARIAN AID
- IT TOOLS for SPECIFIC APPLICATION AREAS
  - IT tools for OFFICE AUTOMATION
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
    - Decision-making procedures in the EU institutions

### Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Communicating
  - Ability to communicate in meetings
  - Drafting skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Quality & process management abilities
- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity
- Resilience
  - Stress resistance
- Working with Others
  - Ability to work in a team
  - Knowledge sharing

### Job Environment

#### Organisational entity

Presentation of the entity:
The unit is in charge of mainstreaming prevention and disaster risk reduction policy elements in EU policies and international actions, in particular the Sendai Framework for disaster risk reduction 2015-2030 and its follow-up in EU policies. It is responsible for the coordination of DG ECHO relations with relevant organisations in disaster risk reduction, in particular UNDRR, UNEP and UNFCCC. It coordinates DG ECHO’s contribution to the follow up of the European Green Deal.

In particular, the unit ensures the interface with other relevant Commission services such as DG REGIO, REFORM, ENV, CLIMA, AGRI, HOME, RTD, SG, JRC in the coordination of common approaches on disaster risk management and the complementarity with other EU policies.

The unit is in charge of mainstreaming of disaster risk management in different EU financial instruments, such as the cohesion policy funds, Recovery and Resilience Facility, Technical Support Instrument, Just Transition Fund, REACT-EU, LIFE programme, Common Agricultural Policy funding, Horizon Europe, etc.

In the context of the Union Civil Protection Mechanism, the unit supports risk management activities, including the assessment of national risks and risk management capabilities and the relevant reporting process. The unit is in charge of developing the Union disaster resilience goals. It also supports the planning and undertaking of prevention and preparedness advisory missions in close coordination with other concerned units.

The unit is responsible for financing prevention and preparedness actions in the framework of UCPM and its Neighbourhood, including for designing new financing instruments for better managing disaster risks in Europe. It manages the disaster risk management peer review programme and ensures the coordination of the operational budget for the Directorate.

The unit also coordinates the policy development and budgetary decisions related to disaster preparedness actions in third countries financed from the humanitarian aid budget. It is also responsible for the development and implementation of DG ECHO’s approaches to the impact of climate change on humanitarian aid and to reducing the environmental footprint of EU funded humanitarian operations. The unit ensures the coordination with Commission services, notably DG INTPA, NEAR, FPI and with the EEAS in the areas of climate change and disaster risk reduction.

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:
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 unit.