



## EUROPEAN COMMISSION

### Job Description Form

Job description version13 (*Local HR validation*)

Job description version275706 in *NEAR.A.4*

Valid fromuntil

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Evaluation Officer

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

To ensure that fact-based judgements on the implementation of policies and programmes contribute to better performance and evidence basis on policy/instrument-making.

As per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

**Legal disclaimer**

## **Functions and duties**

### **+ EVALUATION and QUALITY MANAGEMENT**

- Support the evaluation activities of the DG at all stages of the life cycle of an intervention (i.e. ex-ante, interim and ex-post evaluations). Ensure the dissemination of evaluation results.
- Contribute to the DG's activities within the framework of the integrated impact assessment process.
- Carry out meta-evaluations or prepare syntheses of programme-level evaluations. Monitor the follow-up of evaluation results in operational units.
- Promote and monitor actual use of evaluation findings and recommendations in the decision-making process.
- Contribute to the strategic evaluations carried out at Commission level.
- Attend the Commission's Better Regulation Network and in inter-service working groups on thematic issues; Coordinate and participate in inter-service steering groups on evaluations launched by other services.

### **+ EVALUATION and QUALITY MANAGEMENT**

- Coordinate gathering of the existing corporate monitoring requirements (Strategic and Management Plan, Programme Statement, IPA III Programming Framework, EU Results Framework and IPA Performance Framework).
- Contribute in defining new corporate indicators at all levels (output, results or impact).
- Contribute in supporting monitoring activities of the DG by raising awareness of existing tools (ROM, NEAR monitoring Framework, etc.), giving advice and quality assessment of results frameworks.
- Contribute to the quality of planning, programming and reporting on financial assistance, in particular by assessing strategic documents and programmes financed under the NDICI-Global Europe (Neighbourhood chapter) and/or the Instrument for Pre-accession Assistance (IPA III).
- Promote the quality and methodological coherence of evaluation activities relating to the DG, making sure that Commission requirements and, where relevant, international quality standards are respected.
- Give advice on the most appropriate methodologies in relation to specific evaluation objectives; Give advice on the preparation of terms of reference for evaluations.

### **+ EVALUATION and QUALITY MANAGEMENT**

- Attend interservice steering groups and report to Team leader and hierarchy.
- Contribute to the preparation of the evaluations (intervention logic, evaluation questions, criteria where appropriate, evaluation mandate and/or terms of reference, contract procedures, information sources, pre-treatment of data).
- Ensure the preparation and implementation of public consultation; wherever relevant ensure the preparation of staff working documents wherever relevant; and ensure the follow-up of evaluation results.
- Contribute to the preparation of the evaluations (intervention logic, evaluation questions, criteria where appropriate, evaluation mandate and/or terms of reference, contract procedures, information sources, pre-treatment of data); Contribute to the management of the external evaluations inter-service (steering groups, monitoring of contractors, quality control).
- Analyse evaluation findings and recommendations; Contribute to the management of internal evaluations; Disseminate evaluation findings and recommendations.
- Ensure the preparation and implementation of public consultation; wherever relevant ensure the preparation of staff working documents wherever relevant; and ensure the follow-up of evaluation results.

+ *INFORMATION and DOCUMENT MANAGEMENT*

- *Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and/or Team Leader and with the help of the DMO correspondent in the unit.*
- *Ensure in particular the correct registration and filing of these documents.*

**Job requirements**

**Experience"**

+ *INTERNATIONAL COOPERATION and DEVELOPMENT, EXTERNAL RELATIONS*

Job-Related experience: at least 3 years  
Qualifier: essential  
field experience of project implementation

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

**Knowledge**

- *EVALUATION and QUALITY MANAGEMENT  
EVALUATION*
- *INTERNATIONAL RELATIONS (generic)  
PRE-ACCESSION and ENLARGEMENT  
Enlargement  
EU NEIGHBOURHOOD  
European Neighbourhood Policy  
EXTERNAL RELATIONS  
EU External Assistance policies  
INTERNATIONAL COOPERATION and DEVELOPMENT  
Project cycle management in the field of foreign aid*

**Competences**

- *Analysing and Problem Solving  
Capacity to analyse and structure information  
Inquiring mind*
- *Communicating  
Ability to communicate in meetings  
Ability to understand and be understood  
Capacity to communicate technical or specialised information*
- *Delivering Quality and Results  
Ability to work in a proactive and autonomous way*
- *Learning and Development  
Open mindedness*
- *Prioritising and Organising  
Capacity to deliver in a structured way*
- *Working with Others  
Knowledge sharing*

**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:*