EUROPEAN COMMISSION
Job Description Form

Job description version2 (Active)
Job description version367186 in INTPA.G.4
Valid from 09/06/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<table>
<thead>
<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td><strong>Position</strong></td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td><strong>Job title</strong></td>
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<tr>
<td>Policy Officer</td>
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<table>
<thead>
<tr>
<th>Domains</th>
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<tbody>
<tr>
<td><strong>Generic domain</strong></td>
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<tr>
<td>EXTERNAL RELATIONS</td>
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<tr>
<td><strong>Intermediate domain</strong></td>
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<tr>
<td>INTERNATIONAL COOPERATION and DEVELOPMENT</td>
</tr>
<tr>
<td><strong>Specific domain</strong></td>
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<td>No</td>
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<table>
<thead>
<tr>
<th>Overall purpose</th>
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<tr>
<td>To contribute towards the definition, promotion and implementation of EU policies and interventions to reduce inequalities in partner countries. To contribute to the development of thematic guidance and support (especially when new initiatives are being considered) to geographical directorates and dissemination of knowledge. To contribute to policy documents, briefings, guidance notes, training material on Inequalities. To provide input for international fora and working groups on Inequalities and closely engage with main partners and stakeholders in the area of Inequalities. To provide support to INTPA’s Project Team on Inequalities.</td>
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Legal disclaimer
Functions and duties

+ POLICY DEVELOPMENT

- Contribute towards the definition of EU policies concerning inequality reduction in partner countries (Communications, staff working papers).
- Contribute to policy papers and briefings in the area of Inequalities at large, including on inequality-related areas such as Digital and Climate Change.
- Provide policy-related support during project implementation.
- Support the elaboration of specific training material and deliver trainings on inequalities. Actively contribute, follow up and report on the international debate on Inequalities.
- Promote the visibility of EU action against inequality globally. Prepare presentations, reports, press releases and any other communication related to carrying out initiatives in relevant areas; preparing responses to letters, Parliamentary questions and interservice consultations as relevant.
- Communicate, in compliance with ethics, the appropriate information to representatives of organizations who request them (partners, NGOs, expert offices, etc.)

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Contribute to the design, management and implementation of the thematic programmes or preparatory actions and pilot projects approved by the European Parliament directly managed by the Unit. This includes operational and financial verification of contracts and project reports, respect of contractual obligations and validation of payments, and encoding and validation of relevant project data and processes in OPSYS.
- Support the EU Delegations and geographic units in the identification and formulation of new geographic programmes in Inequalities implemented through the various aid modalities, together with the policy dialogue with partner countries, other development partners and civil society.
- Support to the EU Delegations includes the participation on behalf of the unit in internal meetings for the quality assurance of these geographic programmes. Reporting, presentations, communication on results and information to stakeholders on inequalities.

+ EVALUATION and QUALITY MANAGEMENT

- Contribute to monitoring and evaluation of the thematic programmes.
- Quality support and control of programming and operations through continuous consultation with relevant services and stakeholders using the EU’s relevant processes (e.g. CTC/TCT, QRM, ISC, INTPA Policy teams, EU Delegations, international organisations and civil society)

Job requirements

Experience

+ INTERNATIONAL COOPERATION and DEVELOPMENT, ECONOMICS, SOCIAL SCIENCES and POLICIES, POLICY DEVELOPMENT

Job-Related experience: at least 3 years
Qualifier: an advantage

Languages

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
<td>C1</td>
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<td>French</td>
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<td>C2</td>
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09/06/2022
Knowledge

- **ANALYSIS and INTELLIGENCE**
  - ANALYSIS and ADVICE
- **EVALUATION and QUALITY MANAGEMENT**
  - EVALUATION
    - Evaluation of programmes and projects
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - Projects and programmes
- **INTERNATIONAL RELATIONS (generic)**

Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Accountability
  - Conscientiousness
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising
  - Capacity to deliver in a structured way

### 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

**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: