## Job Description Form

**European Commission**

Job description version 14 *(Approved)*  
Job description version 62464 in INTPA.R.4  
Valid from 17/09/2022 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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<tr>
<td><strong>Position</strong></td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
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<tr>
<td>Legal Officer - Management modes</td>
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<table>
<thead>
<tr>
<th><strong>Domains</strong></th>
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<tbody>
<tr>
<td><strong>Generic domain</strong></td>
</tr>
<tr>
<td>EXTERNAL RELATIONS</td>
</tr>
<tr>
<td><strong>Intermediate domain</strong></td>
</tr>
<tr>
<td>LAW</td>
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<tr>
<th><strong>Specific domain</strong></th>
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<tr>
<th><strong>Sensitive job</strong></th>
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<tbody>
<tr>
<td>No</td>
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<table>
<thead>
<tr>
<th><strong>Overall purpose</strong></th>
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<tbody>
<tr>
<td>Legal opinions on Management modes or any other legal issues related to external actions including, where appropriate, financial instruments and budget guarantees. Participating in the drafting of and advising on legal texts relating to the implementation of external actions. Drafting and updating the INTPA Manual, including standard documents.</td>
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<thead>
<tr>
<th><strong>Legal disclaimer</strong></th>
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Functions and duties

+ PRODUCING LEGISLATION (generic)
  - Participates in the drafting of all legal documents (including legal bases and international agreements) relating to the exercise of the Commission's powers in the field of cooperation and development.
  - Drafts legal documents, in particular on horizontal issues in the DG.
  - Checks the consistency and compatibility of internal practical documents with the regulations in force (including derogations, guides and manuals issued by other directorates of the Directorate General).

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE
  - Participates in the elaboration of instruction notes, manuals, practical guides including model contracts and other standard documents with a view to the harmonisation and simplification of financial and contractual procedures, in particular for the management of projects co-financed with other international donors.
  - Participates in negotiations on the adaptation of procedures with the DG's external partners, central services, other institutions and economic operators.

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE
  - Provides legal opinions and advice on international agreements, regulations and other texts in the field of external actions.
  - Provides advice and guidance on management practices.
  - Analyses and assesses the legal consequences of texts created by the DG on the rights and obligations of the DG, its partners, beneficiary countries, etc.
  - Examines complaints before they become formal disputes.
  - Advises Management and Services on the validity and compliance of procedures with the regulations in force.

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE
  - Participates in training and gives presentations on legal issues for headquarters and Delegation staff and external audiences.
  - Liaises with the units, particularly the contractual and financial units, in order to promote the definition and implementation of coherent and harmonised procedures within the DG.

+ TECHNICAL ANALYSIS and ADVICE
  - Provides general support in the implementation of the unit's activities.

Job requirements

Experience

+ LAW, FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING
  - Job-Related experience: at least 2 years
  - Qualifier: desirable
  - Knowledge and/or experience in the field of financial instruments and/or budget guarantees managed by the EU is 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>French</td>
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<td>B1</td>
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<td>English</td>
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Knowledge

- **ECONOMICS**
  - SPECIAL ECONOMIC SYSTEMS and ECONOMIC ANALYSIS
    - Socio-economic impact analysis methods
- **FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING**
  - FINANCIAL INSTITUTIONS and INSTRUMENTS
  - BANKS and other FINANCIAL INTERMEDIARIES
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - BUDGET and FINANCE
    - Budget requirements and allocations
    - Budget monitoring and reporting
  - PROCUREMENT and CONTRACT MANAGEMENT
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- **LAW**
  - PROCEDURAL LAW
    - Internal legal procedures and terminology
  - LEGISLATIVE WORK
    - Preparation and adoption of legislative proposals and other acts
- **EVALUATION and QUALITY MANAGEMENT**
  - IMPACT ASSESSMENT
    - Impact of policies, legislation or programmes
  - QUALITY ASSESSMENT and MANAGEMENT
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - PROJECT MANAGEMENT
    - Project monitoring methods and techniques
- **COMMUNICATION and PUBLICATION**
  - MISSIONS, MEETINGS and VISITS (incl Protocol Service)
    - Missions, seminars, meetings (budgetary aspects)
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - IT tools and systems for COMMUNICATION and PUBLICATION
    - Intranet
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
    - Decision-making procedures in the EU institutions
- **INTER-INSTITUTIONAL RELATIONS**
  - Administrative rules and procedures of the institutions of the European Communities
  - Rules and procedures concerning Comitology
- **REPRESENTATION and NEGOTIATION**
  - RELATIONS with MEMBER STATES and CIVIL SOCIETY
    - National policies / legislation relevant to the programme / project / process
- **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
  ◦ Ability to chair meetings
  ◦ Ability to understand and be understood
  ◦ Drafting skills

• Delivering Quality and Results
  ◦ Client orientation
  ◦ Eye for detail / Accuracy

• Prioritising and Organising
  ◦ Capacity to deliver in a structured way
  ◦ Planning capacity

• Working with Others
  ◦ Confidentiality
  ◦ Diplomatic 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: