



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version461745 in *NEAR.B.3.DEL.Libya.002*
Valid from01/01/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Migration, Community Stabilisation & Border Management

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

To advise on and manage under the supervision of the head of Cooperation, the implementation of projects and programmes of development assistance in the field of migration, community stabilisation and integrated border management .To assist the Head of Cooperation in horizontal tasks e.g. reporting and quality control where required.

Functions and duties

+ POLICY ANALYSIS

- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.
- Contribute to sector analysis and to the definition of a sector strategy for the European Community, e.g: Country Strategic Paper (CSP), National Indicative Programme (NIP) etc.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in [host country], if and when such programmes are decided in the programming process.
- Assist with all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).
- Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.
- Maintain contacts with other donors active in Libya
- Ensure encoding of adequate information in CRIS/OPSYS. Ensure to attend any necessary training to manage the use of these tools

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principle international donors and agencies, with NGOs and other local non-official actors.
- Prepare and assist in mission from Headquarters.

+ INTERNAL COMMUNICATION (general)

- Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests.
- Contribute to the quality control of outgoing documents (e.g. action fiches, contracts, etc.).
- Assist the Head of Cooperation in horizontal tasks, e.g. reporting.

+ EXTERNAL COMMUNICATION (general)

- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange of experiences.
- Contribute to the production of publications.

+ DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of Headquarters and with the help of the DMO correspondent. Ensure in particular the correct registration, filing and archiving of these documents.
- Create, process and file documents in ARES, including in using Areslook for relevant mails to be registered.

Job requirements

Experience"

+ EXTERNAL RELATIONS, INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 1 year

Qualifier: essential

Previous experience of working in an EU delegation, in a fragile or post-conflict situation and with UN organisations, donors and NGOs is desirable.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

3 years' experience of policy support and/or project design and management in a developing country is essential as well as experience in EU procedures.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
Cooperation and development aid - financial aspects
- *POLICY*
POLICY IMPLEMENTATION
Rules and procedures concerning the implementation of EU policies
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
ABAC Contracts
- *INTERNATIONAL RELATIONS (generic)*
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS
INTERNATIONAL COOPERATION and DEVELOPMENT
Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to communicate in meetings
Drafting skills
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
- *Leadership*
Ability to create enthusiasm and passion
Capacity to plan and manage resources

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:

Frequent supervision mission within the country of posting.

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:

The person has to perform frequent missions in a post war environment. The EU Delegation in Tripoli is located in a compound, and any outside movement will be in protected vehicles, in which the wearing of personal protective equipment is compulsory. HEAT Training is required to perform duties in Libya. We draw your attention to the fact that this is a NON-FAMILY posting, due to the prevailing security situation in Libya.

Other

Comments: