



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Approved*)  
Job description version454944 in *ECHO.D.2*  
Valid from01/01/2025until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

International Aid / Cooperation Officer - Humanitarian Aid Desk for South Sudan

**Domains**

**Generic domain**

CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

**Intermediate domain**

**Specific domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Sensitive job**

No

**Overall purpose**

Under the supervision of an Official/Temporary Agent, to co-ordinate the humanitarian assistance, to monitor the humanitarian situation and manage the funding of Community humanitarian assistance in favour of populations affected by humanitarian crises in South Sudan. To follow the country crises in close cooperation with other desk officers and field offices involved.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### + ANALYSIS and INTELLIGENCE

- *Draft global plans and/or decisions, including a description of strategy, sectors and partners to be financed*
- *Analyse, follow-up and give updates on the humanitarian situation in the area of responsibility.*
- *Reflect and assist on elaborating work programmes, strategic documents and new approaches to the programme*
- *Ensure the definition of objectives and priorities and identification of the appropriate resources to achieve them.*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Ensure preparation of operational grant agreements for humanitarian aid.*
- *Monitor contract implementation to assess performance of implementing partners.*
- *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*
- *Participate in the evaluation of funding proposals submitted by humanitarian agencies.*
- *Identify and formulate annual funding priorities for ECHO humanitarian aid in assigned country/countries.*
- *Follow up contract execution to ensure that it is carried out in line with the conditions approved by the Commission.*

### + EXTERNAL RELATIONS

- *Participate in humanitarian aid networks*
- *Co-ordinate and conduct dialogue with all partners involved in Commission-funded humanitarian aid programmes, including international organisations in assigned country/countries as well as decision-makers in Member States in relation to humanitarian issues and funding of operations*

### + TECHNICAL ASSISTANCE

- *Conduct field visits to assess crisis situations, monitor the implementation of projects or to assess the pertinence of Commission strategy, performance of partner(s) and need for further intervention.*
- *Liaise closely with ECHO field offices and technical assistants to prepare new strategies and operations, assess new proposals and monitor the implementation of ongoing projects*

### + INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Co-ordinate activities with other DGs and contribute to inter-service consultations and groups on humanitarian matters concerning assigned countries*
- *Prepare or contribute to briefings on matters concerning assigned countries*
- *Assist the inter-service groups on matters concerning assigned country/countries. Organise / facilitate concerted action amongst colleagues inside unit and ECHO in connection with common dossiers to guarantee consistency and coherent approach*

### + EVALUATION and QUALITY MANAGEMENT

- *Contribute to the process of evaluation of humanitarian aid for assigned countries, including drawing up Terms of Reference, selection of evaluators, briefing and debriefing for evaluation missions, consideration of draft final reports*

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

- Evaluate applications from field offices for expenditure under the Imprest accounts
- Ensure that payments are due, including certifying invoices / requests for payments 'conforme aux faits' or 'certified correct'.
- Operational verification of contracts and liquidations

**Job requirements**

**Experience"**

+ PROJECT MANAGEMENT, INTER-INSTITUTIONAL RELATIONS, GENERAL PROGRAM MANAGEMENT, HUMANITARIAN AID

Job-Related experience:at least 3 years

Qualifier:an advantage

Experience in organisational planning, co-ordination, and execution. This includes strategic planning as well as managing programmes and projects.

**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*  
*QUALITY ASSESSMENT and MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*Projects and programmes*  
*GENERAL PROGRAM MANAGEMENT*  
*Programme planning and evaluation*  
*Programme implementation and organisational capacity*  
*PROGRAM MANAGEMENT and MONITORING*
- *CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID*  
*HUMANITARIAN AID*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for HUMANITARIAN AID*  
*Fichop form, Data quality tool*

**Competences**

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*
- *Communicating*  
*Capacity to communicate technical or specialised information*  
*Capacity to present issues to an audience*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*

## Job Environment

### **Organisational entity**

#### *Presentation of the entity:*

The mission of the unit is to provide humanitarian support to people affected by natural disasters and man-made crises in the countries of East and Southern Africa. Relief assistance is targeted at the most vulnerable groups caught up in natural or manmade disasters, in situations where local resources are insufficient to meet the needs.

In carrying out its mission, the unit proposes funding of humanitarian aid and civil protection operations and oversees the delivery of aid in coordination with relevant stakeholders. The unit manages funds of the European Union humanitarian aid budget, and, as applicable, external assigned revenue which finances assistance and protection programmes implemented by international humanitarian organisations. It ensures that aid is accessible for its intended recipients and administers the funds in accordance with the principles of humanity, impartiality, neutrality and independence, as defined in the European Consensus on Humanitarian Aid. The unit also covers international cooperation on humanitarian aid and civil protection in its geographical area of responsibility where relevant as well as relations with relevant sub-regional organisations.

#### **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:*

in case of acute humanitarian crisis, atypical working hours may be necessary

#### **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.