

Vacancy Notice

ECHO.D.2 – East and Southern Africa

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

Contract Agent: FG IV

Brussels (Belgium)

Job available: 01/01/2025

Deadline for application: Friday, 30/08/2024 (by noon), Brussels time

Job ID: 454944

We are:

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.

We propose:

Under the supervision of a Team leader, the work consists of, inter alia:

- Following up and reporting on the overall and humanitarian situation in the regions concerned
- Analysing needs and the overall international response;
- Contributing to the preparation of DG ECHO operational response strategy;

- Contributing to the drafting of the Humanitarian Implementation Plan and its amendments;
- Contributing to the programming exercise and allocation of funds as well as ensuring the project cycle management both operationally and financially;
- Closely liaising with technical experts in the field;
- Contributing to briefings and other deliverables, including communication products, as appropriate;
- Providing input to policy and technical documents, internal and inter-service consultations and other relevant consultations, as applicable;
- Participating in relevant meetings with other Commission services, other institutions, external stakeholders, thereby ensuring preparatory work, representation of the service and appropriate follow up/reporting to management.

The successful candidate will work in a dynamic and challenging international working environment and will be offered a full set of learning and training opportunities targeted to the needs of the job.

We look for:

A motivated, dynamic and flexible colleague:

- well organised, with a proven capacity to work quickly and under pressure, assume shifting tasks and responsibilities and work as part of a team;
- willing to travel to third countries, sometimes under challenging conditions;
- having programme and project management skills and experience as well as proven operational experience;
- having experience in organisational planning, co-ordination, and execution.
- having excellent drafting and oral skills in English and a good level of French;
- having strong interpersonal skills and able to coordinate effectively the tasks in the assigned area;
- with a relevant professional experience of at least three years in general program and project management and humanitarian aid and inter-institutional relations would be an advantage.
- specific technical expertise in the fields of humanitarian assistance and inter-institutional experience is a clear asset.
- experience in organisational planning, co-ordination, and execution. This includes strategic planning as well as managing programmes and projects.

Recruitment Policy:

Please note the following conditions in order to be an eligible candidate:

- You have passed an EPSO CAST in the required functional group (CA FG IV)

or

- You must be enrolled in the application below in the required functional group (CA FG IV)

Register your application in 'CAST Permanent' for Contract Agents - it is open for registration since 5 January 2017 and there is no deadline for submitting applications –

<https://epso.europa.eu/en/job-opportunities/open-for-application>

- You have completed university studies of at least three years attested by a diploma
- You must have an EU citizenship

After the selection based on the CVs, the selected candidates will be invited for an interview.

Candidates should be aware that, 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 operational unit.

How to apply:

The candidates should send their CV with a one-page motivation letter (both in pdf format) to the functional mailbox ECHO-D2@ec.europa.eu within the deadline, **indicating clearly in the subject field** the name of the ECHO unit concerned, i.e. **ECHO.D2** and the title of the position. Candidates should also **clearly indicate their EPSO CAST number**.

Contact

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