



## EUROPEAN COMMISSION

### Job Description Form

Job description version 3 (*Approved*)  
Job description version 438435 in ECHO.A.4  
Valid from 16/06/2025 until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer

**Domains**

**Generic domain**

CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official/temporary agent to contribute to the implementation, monitoring and evaluation of preparedness activities in the framework of the Union Civil protection Knowledge Network's Capacity Development Pillar. Supporting the planning and management of projects throughout the entire programming cycle in particular for the UCPM training and exercises programme.

**Legal disclaimer**

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

## **Functions and duties**

### **+ POLICY DEVELOPMENT**

- *Contribute to policy proposals, background papers, legislative texts, briefings, etc.*
- *Contribute to the development and implementation of the Union Civil Protection Knowledge Network's Capacity Development Pillar, in particular the UCPM training and exercises programme.*
- *Contribute to the organisation of experts groups or events in relation to the preparedness activities.*
- *Perform the necessary general or ad hoc tasks that arise in relation to the post and the achievement of the objectives of the unit.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Ensure negotiation and preparation of Work programme,*
- *Contribution to the evaluation process of projects, carry out quality controls of project, risk analysis and review of deliverables.*
- *Participate to the definition of objectives and priorities and identification of the appropriate resources to achieve them.*
- *Management of projects and follow-up contract execution to ensure that it is carried out in line with the conditions approved by the Commission.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *Contribute to the planning and preparation of procurement procedures.*
- *Encode tender procedures in the Public Procurement Management tool (PPMT).*
- *Prepare contracts, amendments and any contractual documents.*
- *Management off grant agreements.*

### **+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING**

- *Contribute to respect sound contractual and financial management respecting relevant standards, instructions, rules and regulations.*
- *Contribute to the elaboration of the project/s budget and production of periodic reports.*
- *Monitor the implementation of the contract / grant agreement to ensure that the work is proceeding according to plan.*

### **+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- *Assist in searching, mapping and gathering statistical data.*
- *Assess statistical data: up-date, supervise, check and verify data*
- *Coordinate the preparation of meetings, workshops, seminar and other networking events*

### **+ RELATIONS with MEMBER STATES and CIVIL SOCIETY**

- *Produce statistics, analysis and reports from the project portfolio using, to the extent possible, the functionalities available under e-Grants and e-tendering.*
- *Liaise with project consortia leads in MS/PS States.*

## **Job requirements**

### **Experience"**

#### **+ POLICY IMPLEMENTATION, POLICY, POLICY ANALYSIS, PROJECT MANAGEMENT**

Job-Related experience: at least 3 years  
Qualifier: essential

### **Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

### **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
  - *BUDGET and FINANCE*
    - *Financial management*
    - *Financial regulation and procedures*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
  - *Projects and programmes*
- *CIVIL PROTECTION, EMERGENCY RESPONSE and HUMANITARIAN AID*
  - *Civil Protection*
  - *Emergency management*
- *EDUCATION and TRAINING (general)*
  - *Training management*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
  - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
  - *IT tools for OFFICE AUTOMATION*
    - *Excel*
    - *MS Office applications*
    - *Word*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
  - *EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
    - *Decision-making procedures in the EU institutions*

### **Competences**

- *Analysing and Problem Solving*
  - *Capacity to analyse and structure information*
- *Communicating*
  - *Ability to understand and be understood*
- *Delivering Quality and Results*
  - *Ability to work in a proactive and autonomous way*
  - *Client orientation*
- *Learning and Development*
  - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
  - *Capacity to deliver in a structured way*
  - *Planning capacity*
- *Resilience*
  - *Stress resistance*
- *Working with Others*
  - *Ability to work in a team*
  - *Knowledge sharing*

### **Job Environment Organisational entity**

*Presentation of the entity:*

Unit ECHO.A.4 is responsible for the development and management of the response capabilities

available to the Union Civil Protection Mechanism, and for ensuring that these capabilities and expertise are available and fit for UCPM response operations. It develops and manages the rescEU assets, created as a safety net, and ensures the further operational development of the European Civil Protection Pool (ECPP), including the identification of new types of capabilities and the development of quality and interoperability standards. The Unit also coordinates and manages the UCPM's training, exercises and Exchange of Experts programmes, implemented under the Union Civil Protection Knowledge Network's Capacity Development Pillar. It also closely cooperates on UCPM emergency response operations, providing support and assessments.

### ***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:*

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.