



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Draft*)  
Job description version351594 in *INTPA.G.4*  
Valid fromuntil

#### Job Holder

**Name**

#### Job Profile

**Position**

NOT APPLICABLE

**Job title**

International Aid / Cooperation Officer

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

To provide the necessary expertise for the sectoral relevance and operational management of cooperation activities with third countries in the health sector, with a focus on private sector and developing innovative financing projects in Health.

Contribute to (a) defining sectoral policies, (b) managing thematic instruments and programmes in the framework of multiannual programming, (c) engaging with relevant actors to develop and implement key products such as guarantees and blending mechanisms (namely EIB, DFIs, financial actors and fund managers, foundations) (d) developing thematic guidance, training and dissemination of knowledge and the quality process of sectoral operations implemented by the geographical directorates, in accordance with the terms of the unit's mission statement and annual work programme.

Ensure collaboration with relevant inter-service groups and other multilateral and bilateral agencies/donors.

The SNE will work under the supervision of an administrator. Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications with files he/she would have had to deal with in his/her national administration in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission in order to make commitments, financial or otherwise, or to negotiate on behalf of the Commission.

**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 the establishment of the sectoral policy framework, especially related to financial instruments*
- *Reinforce analyses and thematic monitoring*
- *Contribute to the preparation of sectoral policy documents (Communications, staff working papers, etc.)*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Support the management of health thematic programmes with appropriate sectoral expertise, to ensure effective and efficient management throughout the cycle of operations, from identification to final evaluation from headquarters for operations managed by Headquarters or through Delegations for operations devolved.*
- *Contribute to the multiannual programming of the thematic programme and programmes which may cover operations related to and implementation of health multiannual programming, including guidelines and instructions to Delegations relating to the identification or instruction phases in agreement with the Geographical Directorates.*
- *Contribute with appropriate sectoral expertise to programme management/thematic projects devolved to EU delegations, in coordination with the geographical directorates.*
- *Contribute through technical support to the implementation of operations, promote the methodological consistency and quality assurance in collaboration with the Directorate's geographical Units and support to Delegations for decentralised projects and programmes during the project cycle to ensure the desired results and impact.*
- *Contribute technically to the supervision of devolved management by exploiting, regular reports from Delegations or centralised management units. Supervise ROM for projects and programmes.*
- *To provide appropriate information in accordance with professional ethics to the representatives of organisations that request them (partners, NGOs, offices of experts, etc.)*

### + EVALUATION and QUALITY MANAGEMENT

- *Contribute to the management and implementation of studies, research and analysis, if any.*
- *Contribute to knowledge dissemination by preparing and participating in workshops, seminars, etc.*
- *To contribute to the coordination with the services of the Commission and those of the other European institutions, in particular the EEAS, in order to strengthen the PCD (Policy Coherence for Development) process.*
- *To strengthen relations with Member States, other donors and civil society partners to ensure coherence and complementarity, including the implementation of co-financing actions and to harmonize - as far as possible - the ways of way of working in collaboration with the geographical units.*
- *Provide thematic support to Delegations upon request of the geographical units as well as within the framework of the Quality Review Meeting (QRM) for the programming, identification and formulation phases of projects, in particular for innovative and/or strategically relevant operations.*

## **Job requirements**

### **Experience"**

+ FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING, INTERNATIONAL COOPERATION and DEVELOPMENT, HEALTH

Job-Related experience: at least 3 years

Qualifier: an advantage

### **Languages**

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

**Knowledge**

**Competences**

**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:*