



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (Active)  
Job description version271133 in DEVCO.C.5  
Valid from19/07/2018until

#### Job Holder



#### Job Profile

##### Position

NOT APPLICABLE

##### Job title

Policy Officer - Local Authorities and Decentralisation

##### Domains

###### Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

###### Intermediate domain

###### Specific domain

##### Sensitive job

No

##### Overall purpose

Under the guidance of the Head of Unit and the Team Leader, to assist policy and programme development, coordination, monitoring and reporting activities with a view to strengthening EU support activities to local authorities and decentralisation. Contribution to the design of strategies, tools and programmes contributing to the strengthening of local authorities and decentralisation in EU development cooperation.

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 - Policy officer LAs

- Under the supervision of a Commission official: Analyse and synthesise information on issues related to LA with focus on their capacities, framework conditions and impact on political, cultural and socio-economic processes; Assist in translating the objectives of the various EU policies relating to strengthening LA into concrete policies, strategies and programmes

### + POLICY - Policy Officer LAs

- Under the supervision of a Commission official: Prepare policy briefs and reports on salient developments issues to management, EUDs and Council Working groups; Assist technically EUDs in the implementation of the LA DCI MIP; Analyse bilateral/regional projects, prepare the line to take on programmes directly or indirectly related to LA for QRG meetings

### + EXTERNAL COMMUNICATION (general) - External communication

- Under the supervision of a Commission official: Contribute to the dissemination and follow up of the relevant EU Communications and Staff Working Document in relation to LAs. Prepare presentations of policies and strategies for external seminars, workshops and conferences.

### + GENERAL PROGRAM MANAGEMENT - General programme management

- Under the supervision of a Commission official: assist in the identification and programming of cooperation programmes in the area of LA support .

### + INTERNATIONAL RELATIONS (generic) - Coordination

- Under the supervision of a Commission official: Contribute to the development of a network of contacts with relevant LA associations, MS representatives, 3rd countries embassies and relevant international organisations/institutions; Participate in meetings of COMM and Council WGs, prepare and participate in relevant missions in the field in particular in assisting EU DEL

### + KNOWLEDGE MANAGEMENT & ECONOMY - Knowledge management and sharing

- Support the dissemination of knowledge in relation to partnerships with LAs as well as on decentralisation and the territorial approach to local development.

## Job requirements

### Experience"

Job-Related experience: at least 2 years

Qualifier: desirable

Diploma : university degree at Masters' level in political or social science, economy or law.

Professional experience : at least 5 years of relevant professional experience in international relations, development cooperation and diplomacy. Knowledge and skills required: strong analytical, drafting and communications skills, excellent knowledge of external relations, as well as policies, procedures and functioning of the European Union, incl. the EEAS; in-depth knowledge of LA and their activities and conditions in regions; excellent ability to perform effectively in multilateral organisations; result orientation, sound judgement, considerable working capacity and ability to perform under time pressure.

### Languages

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



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

### **Knowledge**

- *WORK/POLICY MANAGEMENT and COORDINATION (high level)*
  - *BUSINESS MANAGEMENT and PLANNING*
- *INTERNATIONAL RELATIONS (generic)*
  - *INTERNATIONAL COOPERATION and DEVELOPMENT*
    - *Cooperation and development aid*
    - *Project / process management in the cooperation field*

### **Competences**

- *Delivering Quality and Results*

### **Job Environment**

#### **Organisational entity**

Type: Unit

Size: 16 to 25 people

Gender balance (within the entity): balanced team

#### **Comments:**

DEVCO C5 "Cities, Local Authorities, Digitalisation, Infrastructures" is in charge of the management of the development and co-operation policies in the areas of Cities, Local Authorities, Infrastructures (including solid waste management and urban mobility) and the support and guidance to Delegations and other services within DEVCO as well as the implementation of a portfolio of projects/programmes in the thematic areas. The Unit is also involved in EIP and the EU Investment facilities for the domains of transport, urban development and D4D In this context, the Unit's core task is related to the thematic assessment of proposed interventions and related advice to the respective DEVCO hierarchy.

#### **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:**