



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version262957 in *DEVCO.DGA2.03*
Valid from19/10/2020until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Research and Innovation for Development

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

RESEARCH, DEVELOPMENT and INNOVATION

Specific domain

Sensitive job

No

Overall purpose

Within the Research and Innovation for Development sector, contribute to the definition and implementation of a strategic approach on research and innovation (R&I) for sustainable development in EU international partnerships/cooperation, on the basis of analysis and advice on trends and opportunities, in particular concerning the contribution of R&I to socio-economic sustainable development and its (innovative) instrumentation.

Legal disclaimer

Users are advised to check the available list of Legal Disclaimers related to their contract type.

Functions and duties

+ POLICY DEVELOPMENT - Policy development

- *Contribute to the development of strategies, innovative approaches and tools related to the role of research and innovation for the sustainable socio-economic development of EU partner countries, in particular concerning the development of research and innovation ecosystems, frugal innovation, emerging technologies, digitalisation and the interactions between innovation actors in development contexts.*
- *Contribute to developing and implementing strategic plans, including analysis of relevant sectors and major players in the fields of competence.*
- *Follow and provide expertise on technical and strategic (ad hoc) issues related to his/her areas of responsibility.*

+ POLICY ANALYSIS - Policy analysis

- *Elaborate analysis, foresight and advice on trends and opportunities in the field of competence, taking into account events and socio-political contexts and priorities in Europe and partner countries.*
- *Contribute to the identification of needs and opportunities for the uptake of research in DEVCOs policy formulation and implementation.*
- *Monitor key developments in international and development policy formulation and implementation both within the EU and EU institutions and within major international actors, with a view to contribute to identifying opportunities for collaboration, partnerships, knowledge-sharing and evidence-based policy making.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation

- *Maintain contacts and contribute to consultations with other relevant DGs (i.a. RTD, EAC, ECFIN, GROW, JRC, CNNECT) and relevant networks within and between the EU Institutions.*
- *Outreach to other (inter)national public organisations active in strategy development on research and innovation for development, as well as to think-tanks, academia, research and innovation institutions and the private sector.*
- *Participate in relevant internal and external networks and topical external events relevant to policy development and analysis tasks.*

+ POLICY - DRAFTING DOCUMENTS

- *Draft strategic plans, policy papers and briefings for European Commission decision makers.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience: at least 5 years

Qualifier: essential

Experience in the field of research, technology and innovation policies and instruments at EU and international level. Experience in analysis and advice in the areas concerned at EU level and preferably also at international level. Previous experience with academia or research/innovation institutions in developing countries is considered an asset. Knowledge of socio-economic contexts in low-income and middle-income countries and previous professional experience in developing countries are also considered an asset. A solid experience in drafting and an excellent command of the English language is an essential requirement.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

Knowledge

- ANALYSIS and INTELLIGENCE
- SCIENCE and RESEARCH
RESEARCH, DEVELOPMENT and INNOVATION
- POLICY
POLICY ANALYSIS
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Office administration
Administrative rules and procedures of the Institution
- HUMAN RESOURCES MANAGEMENT
REMUNERATION, RIGHTS and OBLIGATIONS
Staff ethics and conduct
Code of good conduct
- IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
MS Office applications
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
- INTERNATIONAL RELATIONS (generic)
International organisations and agreements

Competences

- Analysing and Problem Solving
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- Communicating
Capacity to present issues to an audience
Drafting skills
- Delivering Quality and Results
Eye for detail / Accuracy
- Learning and Development
- Prioritising and Organising
Capacity to deliver in a structured way
- Resilience
- Working with Others
- Leadership

Job Environment

Organisational entity

Type:	Unit
Size:	16 to 25 people
Gender balance (within the entity):	balanced team

Comments:

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: