



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version245005 in *DEVCO.DGA2.03*
Valid from20/11/2020until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Research & Innovation for Development

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

RESEARCH, DEVELOPMENT and INNOVATION

Sensitive job

No

Overall purpose

Under the supervision of an AD official, contribute to the mobilisation of research and innovation activities and the use of their results to support the objectives of the European Union in the fields of International Cooperation and Development, in particular through the identification of new trends and their potential impact at DG DEVCO level. Contribute to the implementation of a number of cooperation actions (programmes, projects or others) with partner countries in "Research and Innovation for Development" in accordance with relevant strategic and multiannual programming documents, the guidelines for project cycle management as well as EU policies. Where appropriate, contribute to internal and external communication on research and innovation for development.

Legal disclaimer

Functions and duties

+ TECHNICAL ANALYSIS and ADVICE - Analyse et Conseil (Gestion oper.)

- Provide technical analysis and advice in areas related to research and innovation for development, (e.g. on the development of research and innovation ecosystems, frugal innovation, emerging technologies, digitalisation, the interactions between innovation actors in development contexts, etc.).
- Provide effective support to Delegations on institutional and operational aspects of project implementation in areas related to research and innovation for development.
- Contribute in the form of technical advice - through geographic and thematic units - to the development of multiannual programmes in areas related to research and innovation for development based on the strategies developed by DG DEVCO.
- Contribute in the form of technical support to the negotiation of financing agreements in areas related to research and innovation for development with the competent institutions of partner countries.
- Participate in the preparation of methodological tools for project management (manuals, guides, models, etc.) and in the training of staff of DG DEVCO and Delegations.

+ INTER-SERVICE COORDINATION and CONSULTATION - Coordination inter-services

- Participate in inter-service coordination meetings in one or more areas covered by the unit.
- Contribute to the drafting of replies to inter-service consultations.
- Maintain regular contacts with DG RTD and DG JRC, support information exchanges between DGs and facilitate research initiatives and the dissemination of results.

+ POLICY ANALYSIS - Policy analysis

- Contribute to the development of strategies, innovative approaches and tools related to the role of research and innovation for the sustainable development of EU partner countries.
- Contribute to advisory tasks on sector policies in fields related to research and innovation for development.
- Contribute to the identification of new trends in research and innovation and their potential impacts at DG DEVCO level.
- Contribute to the drafting of briefings, policy papers and strategic plans.

+ REPRESENTATION, NEGOTIATION and PARTICIPATION - Representation

- Contribute to dialogues with RTD, JRC, EEAS, other DEVCO units and Delegations so that key development issues are adequately addressed in the European Union's funding instruments and programs in areas related to research and innovation.
- Contribute to policy coherence for development (PCD) dialogues with other Commission DGs and EEAS in areas related to research and innovation.
- Participate in external representation and internal and external communication tasks.

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Experience in "public administration", "research and innovation for development", "STI for development" sectors are considered as assets. Previous professional experience in development cooperation is also considered an asset, preferably with ACP countries. Experience in drafting and fluency in French and English are required.

Languages

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

Knowledge

- *SCIENCE and RESEARCH*
RESEARCH, DEVELOPMENT and INNOVATION
- *POLICY*
POLICY ANALYSIS
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *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
- *WORK/POLICY MANAGEMENT and COORDINATION (high level)*
BUSINESS MANAGEMENT and PLANNING

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to communicate in meetings
Feel at ease in public
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
- *Prioritising and Organising*
Coordination skills
Planning capacity
- *Resilience*
- *Working with Others*

Job Environment

Organisational entity

Type: Unit

Size: more than 25

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: