



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version 164500 in *NEAR.DGA2.B.2*
Valid from 09/09/2019 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - EU policies – Regional programmes in the field of economic development (trade, investment, economic governance/NIP)

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of an official, programming, management, monitoring and evaluation of regional programmes in the field of economic development (trade, investment, and economic governance). Coordination of NIP processes. Policy analysis on trade and investment in the region.

Legal disclaimer

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

Functions and duties

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- Contribute to sector analysis and to the programming, identification and appraisal of activities, in close cooperation with EU Delegations.
- Support policy dialogue in relevant regional fora.
- Coordinate with all relevant stakeholders and donors and ensure complementarity of regional actions with bilateral and other EU cooperation in the field of competence.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project / process leadership and management

- Contribute to the programming of regional funds, including NIP.
- Ensure project identification and formulation in line with programming documents. Contribute to the contracting process and ensure it is completed within the agreed timeframe.
- Manage ENI-funded regional programmes in close coordination with programmes carried out at country level and/or financed through other budgetary instruments, carry out quality controls, risks analysis and review of deliverables.
- Monitor implementation and evaluation of regional programmes and take corrective actions if need be.
- Ensure visibility and outreach of the actions.
- Encode entries accurately and comprehensively in CRIS and conduct quality checks of data entered in CRIS.

+ DG- or SERVICE-INTERNAL MANAGEMENT and COORDINATION - Consultation of and coordination with other services

- Contribute to all internal briefings and relevant reports when requested.
- Participate in the development of guidelines, orientations and new approaches.
- Contribute and / or respond to inter-service consultations to secure coherence with EU policy framework.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT, EUROPEAN DEVELOPMENT FUND (EDF)

Job-Related experience: at least 5 years

Qualifier: essential

Job-Related experience: at least 5 years including managing EU funds. Highly desirable: experience in economic development and in the Neighbourhood, preferably with field experience in an EU Delegation.

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 regulation and procedures*
 - Budget monitoring and reporting*
 - Research programmes - financial aspects*
 - PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*
 - PROCUREMENT**
 - Internal procurement procedures and terminology*
 - CONTRACT MANAGEMENT**
 - Contract monitoring*
- **AUDIT, CONTROL and INSPECTION**
 - RISK ANALYSIS**
 - Risk Analysis, assessment and management*
- **EVALUATION and QUALITY MANAGEMENT**
 - EVALUATION**
 - Evaluation of programmes and projects*
 - QUALITY ASSESSMENT and MANAGEMENT**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - GENERAL PROGRAM MANAGEMENT**
 - Programme planning and evaluation*
 - PROJECT MANAGEMENT**
 - Project contracts negotiation and monitoring*
 - Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
 - Administrative rules and procedures of the Commission*
- **INTERNATIONAL RELATIONS (generic)**
 - INTERNATIONAL COOPERATION and DEVELOPMENT**

Competences

- **Analysing and Problem Solving**
 - Ability to conceptualise problems, identify and implement solutions*
 - Capacity to analyse and structure information*
- **Communicating**
 - Ability to chair meetings*
 - Ability to communicate in meetings*
 - Negotiation skills*
- **Delivering Quality and Results**
 - Ability to work in a proactive and autonomous way*
 - Quality & process management abilities*
- **Prioritising and Organising**
 - Capacity to deliver in a structured way*
 - Planning capacity*
- **Working with Others**
 - Sociability skills*

Job Environment

Organisational entity

Type:

Unit

Size: more than 25
Gender balance (within the entity): balanced team

Comments:

Presentation of the entity:

The DDG2 is responsible for the management of the Southern Neighbourhood, Turkey, Migration/ Refugees and Security Issues. This includes the supervision of Directorate NEAR.A for the portfolios related to units A1, A2 and A5 and Directorate NEAR.B.

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:

La nature des projets, programmes et actions centralisées de l'Unité NEAR.B2 requiert des missions de plus ou moins courte durée dans les pays de l'UE.

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:

Vacancy notice NEAR B2 – Job Nr. 164500

Job description type: Programme officer in the field of Economic Development,

Contract Agent, Function Group IV

We are

The unit for regional programmes in the Neighbourhood South promotes cooperation between the EU and countries of the Neighbourhood South region. We work with partner countries from the Southern Mediterranean (currently Morocco, Tunisia, Algeria, Egypt, Lebanon, Libya, Palestine and Israel) to strengthen regional cooperation across a range of different sectors and areas of work (economy, social sectors, environment, energy, transport, security issues, civil society, etc). Beyond contributing to the EU Mediterranean sector policy dialogue in the framework of the Union for the Mediterranean, the Unit also identifies, formulates and supports the implementation of regional programmes in the different areas concerned, including blending programmes with International Finance Institutions. The unit currently employs 27 staff members.

We look for

We are looking for a colleague to work in the field of Economic Development, mainly dedicated to the areas of trade, investment and economic governance, including blending. Sound experience in those areas of work, including on EU regulatory aspects and procedures is required. Candidates should have at least 5 years of relevant professional experience in economic development, ideally part of it in the European Commission. S/he should also have a proven experience in project management.

A highly motivated and well-organised team player. Excellent communication skills as well as a strong ability to deliver quality and results are required.

Working experience with DG NEAR/DG ELARG/DG DEVCO or EU Delegations in the EU Neighbourhood will be an asset.

The working languages of the Unit are English and French.

We propose

- A dynamic, challenging and enthusiastic working environment
- A multi-faceted job carried out in cooperation with a range of partners inside/outside the EU
- A full set of learning and training opportunities targeted to the needs of the job

DG NEAR is a dynamic DG with a clear mission where enthusiastic colleagues can make positive contributions, in particular to this post, to the European Neighbourhood Policy and its implementation in the remit of the South Mediterranean partners. As a result, we aim to attract and retain highly competent staff, believe in the benefits of a varied career and are committed to support you in your professional development.

Only FG IV contract agents in the Commission, candidates from an FG IV EPSO CAST or candidates registered as FG IV in the EU CV online database may apply.

Interested candidates should send their CV and a short letter of motivation to the following mailbox: NEAR-B2@ec.europa.eu.

Deadline for application: 2 October 2019