



## EUROPEAN COMMISSION

### Job Description Form

Job description version 7 (Active)  
Job description version 469849 in MENA.B.3  
Valid from 16/06/2025 until

#### Job Holder

Name

#### Job Profile

##### Position

CONTRACT AGENT FGIV

##### Job title

Programme Manager - Programme Manager - Sector of Inclusive Economy focused on support to MSMEs/SMEs

##### Domains

###### Generic domain

EU NEIGHBOURHOOD

###### Intermediate domain

###### Specific domain

##### Sensitive job

No

##### Overall purpose

Under the supervision of an Official or Temporary Agent, design, formulate and implement regional programmes in the partner countries covered by DG MENA and provide thematic advice to colleagues across DG MENA -and EU Delegations- on inclusive economic development (specifically on issues such as MSME/SME development, entrepreneurship, innovation, , financial inclusion) including, with the support of MENA.A3, through blending and guarantees under the EFSD.

##### Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## **Functions and duties**

### **+ POLICY**

- *Provide expertise and contribute through technical advice, to the design and follow-up of EU-funded programmes in the area of inclusive economic development, specifically on issues such as MSMS/SME development, entrepreneurship, innovation, financial inclusion;*
- *Provide expertise and advice, with the support of Unit MENA.A3, to blending/guarantees policies and projects for the partner countries of DG MENA through the European Fund for Sustainable Development+ (EFSD+);*
- *Contribute to the assessment of project proposals in those fields, including through blended finance and EFSD+ guarantee from financing institutions as well as ensuring their additionality, their impact and their alignment with policy priorities for the Neighbourhood South*
- *Assess the feasibility / required adaptation of such programmes in fragile / early recovery context i.e. possibly for countries in the Near East;*
- *Follow-up on the design and implementation of regional facilities managed by the unit*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the programming of regional funds in the fields of economic development, specifically in the areas previously mentioned;*
- *Ensure programme/project identification and formulation in line with programming documents; and in coordination with other financial stakeholders*
- *Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/ project execution*
- *Monitor overall progress in line with intended results and objectives; propose corrective actions where needed.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *Define project action, objectives, results, and budget; planning of schedules, tasks, deliverables and priorities*
- *Ensure procurement and contracting, including calls for tender, call for proposals, contracts and subventions conventions prepared by the unit, within the agreed timeframe*
- *Assist with all aspects of the procurement process (draft terms of reference, selection process etc.)*
- *Ensure respect of Community rules on correct administrative, contractual and financial management, particularly with regard to procurement rules*
- *Encode entries accurately and comprehensively in CRIS (or equivalent), conduct quality checks of data entered.*

### **+ HORIZONTAL COORDINATION**

- *Liaise with focal points in EU Delegations of the MENA partner countries , relevant units in DG MENA and line DGs on regional programmes to ensure synergies and coherence with national priorities and bilateral cooperation objectives*
- *Liaise with the EEAS and the Secretariat of the Union for the Mediterranean, to prepare, and follow regional dialogue in the areas covered.*
- *Contribute to the formulation and analysis of the EU external assistance policy; contribute to sector analysis*
- *Contribute to all internal briefings when requested*
- *Co-ordinate and / or respond to inter-service consultations to secure coherence with EU policy framework*
- *Contribute to inter-service consultations and attend meetings.*

+ EXTERNAL RELATIONS

- Attend relevant sector meetings and regional UFM/Euro-Med working groups in the field of economic development in cooperation with other services/line DGs
- Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, economic operators, civil society, etc
- Under the supervision of an Official or Temporary Agent attend donor assistance group meetings and relevant UfM / Euromed dialogue fora.

+ DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible
- Ensure in particular the correct registration and filing of these documents

**Job requirements**

**Experience"**

+ EU NEIGHBOURHOOD, PRE-ACCESSION and ENLARGEMENT, FINANCIAL INSTITUTIONS and INSTRUMENTS

Job-Related experience:at least 5 years

Qualifier:desirable

MENA region, fragile contexts, field experience in a Delegation; Experience of working with financing institutions

+ ECONOMIC COOPERATION, PROJECT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:essential

essential at least 5 years in the field of economic development (support to SMEs etc), Experience in project management

**Languages**

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

**Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
BUDGET and FINANCE  
FINANCIAL and BUDGETARY MANAGEMENT  
PROCUREMENT and CONTRACT MANAGEMENT  
PROCUREMENT  
CONTRACT MANAGEMENT
- *AUDIT, CONTROL and INSPECTION*  
RISK ANALYSIS  
Risk Analysis, assessment and management
- *EVALUATION and QUALITY MANAGEMENT*  
QUALITY ASSESSMENT and MANAGEMENT
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
PROJECT MANAGEMENT  
Project monitoring methods and techniques
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*  
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES  
Administrative rules and procedures of the Institution

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*
- *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*  
*Ability to work in a team*

<b>Job Environment</b>
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### **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:*