



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Active*)  
Job description version275698 in NEAR.A.3  
Valid from 16/10/2017until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

PRE-ACCESSION and ENLARGEMENT

**Sensitive job**

No

**Overall purpose**

Under the supervision of the official, contribute through technical advice to the preparation and implementation of investment facilities, their policies and specific projects, notably regarding the financial assistance to Turkey.

**Legal disclaimer**

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

## **Functions and duties**

### **+ GENERAL PROGRAM MANAGEMENT - Expertise and assistance on setting and implementing policies and practices on Blending and Financial Instruments for Turkey and other countries**

- *Participate in the reviewing of the design and implementation of financial products, including the set up of the External Investment Plan - Pillar 1, notably the EFSD and its governance scheme. Present the EFSD to potential partners (including MS, IFIs, and private sector representatives) and discuss possible means for collaboration.*
- *Support and advise Commission officials responsible for the implementation of Blending Facilities and its Secretariats and of Blending projects and Financial Instruments for Turkey*
- *Contribute to the assessment of projects submitted to the Blending Facilities for financing, namely from a financial expertise point of view.*
- *Support the engagement with the private sector in the framework of blending in order to contribute to the increase of private capital in development finance.*
- *Contribute to the drafting of notes, briefings, reports (including the Annual Operations Report of the Facilities), manuals, guidance notes and templates.*
- *Ensure the monitoring for the results and recommendations of the evaluation and audit reports to incorporate the lessons learned and ensure the dissemination of best practices.*

### **+ SPECIFIC PROJECT/PROCESS MANAGEMENT - Project management for Turkey and other countries**

- *Provide support to geographic units and delegations in the identification, assessment and negotiations of blending operations with partner IFIs under the Neighbourhood Investment Platform (NIP) and the Western Balkans Enterprise Development and innovation facility (WB, EDIF), specifically related to support to MSMEs (access to finance, value chain development)*
- *Contribute to the negotiation of technical solutions for project contracting and implementation with the different concerned stakeholders.*
- *Contribute to the multi-annual programming set up on the basis of the strategies in place*
- *Contribute to the implementation and disbursement modalities set up for the individual blending projects for Turkey and from the Blending Facilities, through the EU budget as well as through Trust Funds.*
- *Participate in the drafting of Grant and Delegation Agreements with the Financial Institutions receiving funding under the facilities, in close consultation with the Finance, Contracts and Audits units as well as with the concerned Financial Institutions.*

### **+ HORIZONTAL COORDINATION - Co-ordination of programmes and actions related to Blending Facilities**

- *Policy analysis: contribute to drafting policy analysis and position papers related to NEAR financial assistance notably to MSMEs*
- *Participate in the Inter Services Consultations and contribute to the Facilities-related sector coordination activities with other Commission DGs and other directorates of DG NEAR*
- *Co-ordinate with associated services the activities for programme identification and formulation, working visits, summit preparations, annual reviews and/or ad hoc meetings.*
- *Contribute to the preparation and organisation of meetings related to the EFSD and collaboration with Financial Institutions*
- *Facilitate the cooperation between European donors within the Facilities*
- *Participate in the different sectorial / thematic working groups as well as follow-up groups for global and thematic evaluations.*

### **+ RELATIONS with MEMBER STATES and CIVIL SOCIETY - Trainer in Blending Facilities and EFSD Guarantee mechanism**

- *Act as a EFSD (Blending Facility and EFSD Guarantee) expert in conferences, workshops and training courses for EU and FI staff, EU Member States, NGOs and other related activities as necessary.*

+ ***INFORMATION and DOCUMENT MANAGEMENT - Information and Document Management***

- *Correctly apply the Commission's document management rules to the documents for which the job holder is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.*

**Job requirements**

**Experience"**

**Languages**

Listening	Reading	Spoken interaction	Spoken production	Writing
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**Knowledge**

**Competences**

**Job Environment**

**Organisational entity**

Type:

Size:

Gender balance (within the entity):

Comments:

Presentation of the entity:

The mission of Directorate A is to ensure that the policy-related activities of DG NEAR are formulated and implemented in a coherent and evidence-based manner; to ensure appropriate communication of policy-related information to internal and external stakeholders; and to organise and co-ordinate inter-service and inter-institutional relations. The mission of Directorate A also includes developing and maintaining the legal framework and strategy for financial assistance, and to foster consistent, efficient and effective use of pre-accession and European neighbourhood funds. Directorate A is AOSD for commitments and payments. The Directorate A is responsible for three centres of thematic expertise: Rule of law/fundamental rights and Democracy; Economic governance, competitiveness, private sector development, social inclusion, trade and trade related matters; Public administration reform, Good governance and PFM.

**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:*

## Vacancy notice – NEAR A3

### **Job description type:** Programme and Investment Officer

Contract Agent Function Group IV - Sysper 275698

### **We are**

The mission of Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. This includes providing assistance to the countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth.

In this context, Unit A3 provides thematic support in the areas of economic development and public administration reform, as well as steering the use of financial instruments and the relations with International Financial Institutions (IFIs). In this way, we contribute to the quality of programming and implementation of financial cooperation with candidate and neighbouring countries. The unit also represents DG NEAR's position on blending in external cooperation and works closely with the External Investment Plan Secretariat.

The unit currently employs 30 staff.

### **We propose**

A challenging position as **Programme and Investment Officer** to work in a dynamic and motivated team in a constantly evolving political environment, requiring a high degree of responsiveness, proactivity and oversight. We offer

- A dynamic working environment;
- A varied and stimulating job carried out in cooperation with a wide range of partners inside and outside the EU;
- The chance to be a part of a very innovative process, which is high on the agenda of this DG, notably the External Investment Plan and the design and implementation of new guarantee and blending instruments with International Financial Institutions;
- A full set of learning and training opportunities targeted to the needs of the job.

For more details, please see the attached Job Description.

### **We look for**

The successful candidate will have the following personal skills:

- ✓ Excellent oral and written communication skills in English. Good command of French will be an asset.
- ✓ Very good capacity to organise and structure his / her own work.
- ✓ Strong analytical skills and very good ability to synthesise, with a view to solving complex problems on the basis of sound judgement.

The successful candidate will have the following education background/work experience:

- ✓ Working experience with economic development and/or dealing with Financial Institutions;
- ✓ Working experience of at least 3 years in banking and/or economic development environment;
- ✓ Qualifications at least at Master studies level (4 years university degree) in the field of finance or economics or a relevant, directly related discipline.

The following additional working experience would be an asset:

- ✓ Experience with EU blending and financial instruments;
- ✓ Experience in assessing and implementing projects in EU external actions, in particular with Financial Institutions;
- ✓ Experience with DG NEAR beneficiary countries;
- ✓ Experience in Commission services (external relations) and/or an International Finance Institutions;
- ✓ Experience in a private sector entity working with financial instruments (debt, equity, guarantee instruments);
- ✓ Working experience and proven working capacity on business finance, notably on issues such as: design, implementation or assessment of investment projects; due diligence; counterparty risk assessment and ratings; guarantees and pricing; or other related topics.

**FG IV contract agents in the Commission, candidates from an FG IV EPSO CAST or candidates at least registered as FG IV in the EPSO database may apply.**

Interested candidates should send their CVs & a short letter of motivation to the following mailbox: [NEAR-A3@ec.europa.eu](mailto:NEAR-A3@ec.europa.eu)

**Deadline for application: Minimum 10 working days from publication**