EUROPEAN COMMISSION
Job Description Form

Job description version 5 (Approved)
Job description version 213909 in FPI.4
Valid from 15/09/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<th>Job Profile</th>
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<tr>
<td><strong>Position</strong></td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td><strong>Job title</strong></td>
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<tr>
<td>Programme Manager - External Relations</td>
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<tr>
<td><strong>Domains</strong></td>
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<tr>
<td><strong>Generic domain</strong></td>
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<tr>
<td>EU FOREIGN RELATIONS (excl Security and Defence)</td>
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<td><strong>Intermediate domain</strong></td>
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<td><strong>Specific domain</strong></td>
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<td>EXTERNAL RELATIONS</td>
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<tr>
<td><strong>Sensitive job</strong></td>
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<tr>
<td>No</td>
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<tr>
<td><strong>Overall purpose</strong></td>
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<tr>
<td>Planning, formulation and implementation of NDICI programmes (in particular in relation to the Foreign Policy Needs Rapid Response Pillar-FPN RRP) in close coordination with the geographic desks and other services of the EEAS / Commission, FPI, Regional Teams, EU Delegations and other EU/international actors.</td>
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<tr>
<td><strong>Legal disclaimer</strong></td>
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<tr>
<td>Users are advised to check the available list of Legal Disclaimers related to their contract type.</td>
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Functions and duties

+ POLICY COORDINATION
  • In the geographical region and thematic area of responsibility, follow closely the policy developments and windows of opportunity in order to identify proactively the scope for new or additional NDICI interventions.
  • Contribute to the shaping of the overall EU policy in a given geographic and thematic scope, in close cooperation with EEAS geographic services, Delegations and line DG’s through proactive participation in related meetings, and contribution to related briefings and other documents.
  • Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT
  • Prepare timely, solid, and accountable programmes under NDICI, by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of political desirability, legal eligibility, and practical and procedural feasibility.
  • In the case of programme proposals submitted from EEAS/Commission services and EU Delegations, ensure rapid screening of proposals for political desirability, legal eligibility, and practical feasibility, and help improve proposals from these perspectives.
  • During the preparation stage, consult and co-ordinate, in-country or in Brussels as appropriate, with all appropriate EU or outside actors, not least EEAS and Commission services, EU Member States’ local representations, in Geographic Working groups and third parties or other relevant international organizations.
  • Contribute to the screening of concept notes and assessment by the Quality Review Meeting and preparation of fiches for the Annual Action Plans.
  • Following formal adoption of programmes, ensure either centralised contracting, or timely sub-delegation to the responsible deconcentrated EU Delegation.
  • During the implementation period of programmes, prepare any relevant amendments or extensions, and periodically review the need for additional measures.

+ PROCUREMENT and CONTRACT MANAGEMENT
  • For all new projects to be centrally contracted in the area of responsibility, ensure timely and accountable negotiation of technical and financial aspects of projects, and act as operational initiator in view of preparing the signature of contracts or award of grants, in close coordination with the implementing partners, Delegation and desks, and Unit FPI.6 “Budget, Finance, Relations with other institutions”.
  • For all ongoing centrally managed contracts under direct responsibility, monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay.
  • Report and contribute as appropriate to geographic or thematic reports and documents, including the NDICI annual report and monthly notes, overview tables, the web site, different briefings, formal or informal inter-service consultations, requests from the public or the Parliament, etc.
  • Monitor programme expenditure so that claimed costs can be deemed to correspond to the work accomplished.
  • During and after the period of implementation, supervise evaluation and audit of projects, disseminating results as appropriate. Ensure recovery, de-commitment, and regularization of finance, and all other activities of an operational project manager as may be required.
  • Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as requested.
+ PROCUREMENT and CONTRACT MANAGEMENT

- For all new projects to be contracted by deconcentrated Delegations in the area of responsibility, support the Delegation in the negotiation, preparation and signature of contracts and awards of grants, as appropriate in consultation with Unit FPI.6 “Budget, Finance, Relations with other institutions”. Ensure that FPI receives copies of all contract documents.
- For all ongoing contracts managed by deconcentrated Delegations in the area of responsibility, ensure periodic monitoring of implementation, and, as appropriate, contribute to EU responses to implementation reports, and requests for contract amendments.
- Throughout the duration of projects, contribute for relevant geographic or thematic reports and other documents, including the NDICI annual report, monthly notes, overview tables, the web site, and different briefings, formal or informal inter-service consultations, as well as replies to requests from the public or the Parliament, etc.
- During and after the period of implementation, ensure inputs into the evaluation and audit of projects. Disseminate results as appropriate.

+ INSTITUTION REPRESENTATION and NEGOTIATION

- Support FPI in its representation at Council Working Groups or other meetings with regard to preparation and implementation of PI/NDICI projects.
- Consult and support negotiations with all partners in the preparation and implementation of PI/NDICI projects, including EEAS and Commission services, Member States’ services and representatives of third countries.

+ EXTERNAL COMMUNICATION (general)

- Support the unit in its Information and reply to questions from European Institutions, Member States and the general.
- Produce and disseminate best practices. Participate in exchanges of experiences.
- Provide appropriate information on the programme, before and after its adoption, to the Council and Parliament, and to the public, in coordination with the geographic services.
- Provide information for audit by Commission services or the European Court of Auditors.

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### Job requirements

**Experience**

**+ ADMINISTRATIVE ASSISTANCE**

Job-Related experience: at least 5 years

Qualifier: essential

Previous experience in the EC dealing with cooperation projects required Proven capacity to coordinate with other Commission services, EEAS and other relevant stakeholders in the field of external cooperation;- Proven knowledge of EU’s relations with strategic partner countries would constitute a strong advantage.

**Languages**

<table>
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<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
<td>C2</td>
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19/05/2022
Knowledge

- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  - BUDGET and FINANCE
    - Budgetary rules and procedures
    - Budgetary requirements, allocations, monitoring and reporting
  - PROCUREMENT and CONTRACT MANAGEMENT
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- AUDIT, CONTROL and INSPECTION
- EVALUATION and QUALITY MANAGEMENT
  - IMPACT ASSESSMENT
    - Impact of policies, legislation or programmes
  - QUALITY ASSESSMENT and MANAGEMENT
- COMMUNICATION and PUBLICATION
  - THEORY, PRACTICE, and DEVELOPMENT of COMMUNICATION
    - Communication and information strategy
  - MISSIONS, MEETINGS and VISITS (incl Protocol Service)
    - Missions, seminars, meetings (budgetary aspects)
- IT TOOLS for SPECIFIC APPLICATION AREAS
  - IT tools for BUSINESS/ORGANISATIONAL PLANNING and REPORTING
- INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)
  - HORIZONTAL COORDINATION
    - Strategic Planning and Programming (SPP)
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
    - Decision-making procedures in the EU institutions
- INTERNATIONAL RELATIONS (generic)
  - EXTERNAL RELATIONS

Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Creativity
- Communicating
  - Ability to communicate in meetings
  - Drafting skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Financial management skills
  - Quality & process management abilities
- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity
- Working with Others
  - Knowledge sharing

Job Environment

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:*