Job Holder

Name

Job Profile

Position
CONTRACT AGENT FGIII

Job title
Project Assistant - Energy & Climate

Domains
- Generic domain
  - EU NEIGHBOURHOOD
- Intermediate domain
- Specific domain

Sensitive job
No

Overall purpose
Under the supervision of an official, design, formulate and ensure the implementation of multi-beneficiary and regional actions notably in the area of energy connectivity and climate action for partner countries in the Eastern Neighbourhood and provide thematic support for bilateral actions and reforms in these areas

Legal disclaimer
**Functions and duties**

**+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- Within the team responsible to follow-up on the priority area of 'energy connectivity and climate action', contribute to the programming of multi-beneficiary funds notably in the field of transport connectivity
- Ensure programme/project identification and formulation in line with programming documents; and in coordination with other donors and international organisations
- Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/project, including risk management
- Monitor overall progress in line with intended results and objectives; propose corrective actions where needed

**+ POLICY COORDINATION**

- Ensure coherent follow-up of relevant aspects of the implementation of the European Neighbourhood policy as regards energy connectivity and climate action, including in the context of the Eastern Partnership post-2020 agenda and the monitoring of its implementation.
- Liaise proactively with focal points in EU Delegation in Neighbourhood East on regional/multi-beneficiary actions to ensure synergies and coherence with national priorities and bilateral cooperation objectives, policy reform and investment including in the context of the Neighbourhood Investment Platform and EFSD+
- Coordinate and/or respond to inter-service consultations to secure coherence with the EU policy framework
- Participate in, when needed, and support preparation of relevant policy dialogue fora, including bilateral ones, and contribute to the formulation and analysis of the EU external assistance policy; contribute to sector analysis
- Contribute to all internal briefings when requested
- Contribute to inter-service consultations and attend meetings

**+ EXTERNAL RELATIONS**

- To promote contacts within relevant professional sectors.
- Prepare, steer and attend relevant sector meetings and regional meetings in the context of the Eastern Partnership in the field of energy and climate policy in cooperation with other services/line DGs
- Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, IFIs, international and regional organisations, economic operators, civil society, etc.
- Attend donor assistance group meetings and relevant Eastern Partnership dialogue fora

**+ PROCUREMENT and CONTRACT MANAGEMENT**

- Define project action, objectives, activities, results, and budget; planning of schedules, tasks, deliverables and priorities
- Ensure procurement and contracting, including calls for tender, calls for proposals, and contracts 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 OPSYS and CRIS, conduct quality checks of data entered.
+ INFORMATION and 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

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

• Provide back-up support for absent colleagues on the basis of clear instructions and hand-over notes
• Perform any other tasks requested by the Head of Unit.

### Job requirements

#### Experience

**+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

Job-Related experience: at least 3 years
Qualifier: essential
Knowledge of EU financial assistance and project management

#### Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>B1</td>
<td>B1</td>
<td>B1</td>
<td>B1</td>
<td>B1</td>
</tr>
<tr>
<td>English</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
</tr>
</tbody>
</table>

#### Knowledge

• **CLIMATE, ENVIRONMENT and NATURAL RESOURCES**
  □ CLIMATE

• **ENERGY POLICIES and TECHNOLOGIES**
  □ ENERGY TECHNOLOGIES and RESEARCH (general)
  □ Energy and Transport

• **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
  □ EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
  □ Decision-making procedures in the EU institutions

• **INTERNATIONAL RELATIONS (generic)**
  □ PRE-ACCESSION and ENLARGEMENT
    □ Enlargement
  □ EU NEIGHBOURHOOD
    □ European Neighbourhood Policy
Competences

- Analysing and Problem Solving
- Communicating
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
  - Drafting skills
  - Negotiation skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising
- Resilience
  - Stress resistance
- Working with Others

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: