



EUROPEAN COMMISSION

Job Description Form

Job description (*Approved*)
version 380353 in NEAR.C.3
Valid from 01/01/2022 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Project Assistant - Project Assistant - TAIEX TCc

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Organises technical assistance under the supervision of an official in close cooperation with Unit A.3 "Cyprus Settlement Support" of DG Reform.

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- Under the supervision of the team leader, be responsible for implementing and evaluating TAIEX projects as part of the implementation of the Service Level Agreement.
- Collaborate closely with DG REFORM project managers and in preparing and implementing TAIEX events including agenda preparation, logistics arrangements.
- Contributing to the development of the institution building tools including through new digital means (webinars, IT platforms...) and communication activities.
- Co-ordinating with the TAIEX external contractor's office and with organisers on the spot to discuss the logistical arrangements needed and to supervise their execution.
- Monitoring and assessing impact of events and check cost reports.
- Certifying that events were carried out as planned and assess contractor's performance.

+ HORIZONTAL COORDINATION

- Providing regular reporting to REFORM about the implementation and results of TAIEX events, and advising on possible improvements in the handling of operations.
- Developing and delivering reports based on analysis of databases handling significant amounts of data, and usually to be processed within very short deadlines.
- Managing key databases regarding Member States and beneficiaries contact points.
- Contributing text to the annual activity report and to other communication tools.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the contract agent 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"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: essential

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1

Knowledge

- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution
- IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
Word
- POLITICS (general)
EU policies, legislation and programmes in the area of the Digital Agenda

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
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
Client orientation
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Coordination skills
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team

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:

21/10/2021