EUROPEAN COMMISSION
Job Description Form

Job description version 4 (Active)
Job description version 275739 in NEAR.A.5
Valid from 01/06/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<table>
<thead>
<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIII</td>
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<tr>
<td>Job title</td>
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<tr>
<td>Programme Assistant - External Relations</td>
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<tr>
<th>Domains</th>
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<tbody>
<tr>
<td>Generic domain</td>
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<tr>
<td>FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING</td>
</tr>
<tr>
<td>Intermediate domain</td>
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<tr>
<td>Specific domain</td>
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<tr>
<td>EXTERNAL RELATIONS</td>
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<tr>
<th>Sensitive job</th>
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<tbody>
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<td>No</td>
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**Overall purpose**
The overall purpose is to contribute, under the supervision of an official, to the efficient use of financial instruments in NEAR countries and particularly in Turkey, via the Turkey Investment Platform. DG NEAR has strong interest on long lasting relations with International Financial Institutions (IFIs) and Development Finance Institutions (DFIs). One of the key instruments implemented through IFIs/DFIs and a high priority of the Commission is the European Fund for Sustainable Development Plus (EFSD+), through which the EU provides budgetary guarantees for sustainable investment programmes in our partner countries, helping to strengthen our partnerships and contribute to the achievement of the Sustainable Development Goals.

**Legal disclaimer**
Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT
  • Support the coordinator of the Secretariat of the Turkey Investment Platform in performing management tasks of the Platform
  • Perform administrative tasks for the Secretariat of the Turkey Investment Platform
  • Organise meetings and discussions of the Platform, liaising with relevant Units and EU Delegation in Turkey
  • Record files and documents related to the activities of the Platform

+ FINANCE, FINANCIAL ENGINEERING and SERVICES
  • Encoding of EFSD+ provisioning in CRIS and OPSYS
  • OPSYS/EFSD+ troubleshooting in cooperation with implementing partners, contracts & finance and OPSYS IT team
  • EFSD+ dashboard analysis and monitoring
  • Contribution to fill financial instrument reporting requirements

+ INFORMATION and DOCUMENT MANAGEMENT
  • Maintain orderly paper and electronic files in the area of responsibility
  • Correctly apply the Commission's document management rules to the documents for which responsibility is held, following the instructions of the Head of Unit and with the help of the DMO correspondent of 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
  Knowledge and experience in the EU external assistance and project management.

+ FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING
  Job-Related experience: less than 1 year
  Qualifier: essential
  The jobholder will work closely with the Coordinator of the Secretariat for the Turkey Investment Platform and with the Team Leader EU Budgetary Guarantees – Private Investment. The job requires a motivated and responsible professional with previous experience in the fields of multi stakeholders’ platforms or within the secretariat of organisations with multiple members. Experience in financial reporting, operational reporting and/or contract management, such as from the financial sector, the audit industry, non-financial business and/or agencies supporting economic development are also deemed relevant. Experience in assessing and implementing projects in developing and emerging markets and/or dealing with IFIs/DFIs would be an advantage. Work experience from enlargement, neighbourhood or developing countries (incl. in EU delegation) would also be an asset. Good oral and written communication skills are essential. Advanced knowledge of Excel and data management tools is an advantage.

Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<td>English</td>
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10/06/2022
Knowledge

• FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING
  ▪ FINANCIAL INSTITUTIONS and INSTRUMENTS
    ▪ Financial instruments
• BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  ▪ BUDGET and FINANCE
    ▪ Financial regulation and procedures
  ▪ PROCUREMENT and CONTRACT MANAGEMENT
    ▪ Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
    ▪ Public procurement and financial subsidies
• AUDIT, CONTROL and INSPECTION
• EVALUATION and QUALITY MANAGEMENT
• PROGRAM / PROCESS / PROJECT MANAGEMENT
  ▪ GENERAL PROGRAM MANAGEMENT
    ▪ Programme planning and evaluation
  ▪ PROJECT MANAGEMENT
• OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
  ▪ ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
    ▪ Office administration
    ▪ Administrative rules and procedures of the Institution
• INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)
  ▪ HORIZONTAL COORDINATION
    ▪ Strategic Planning and Programming (SPP)
• INTERNATIONAL RELATIONS (generic)
  ▪ EXTERNAL RELATIONS

Competences

• Communicating
• Delivering Quality and Results
• Prioritising and Organising
• 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: