EUROPEAN COMMISSION
Job Description Form

Job description version 2 (Active)
Job description version 374205 in NEAR.A.4
Valid from 20/05/2022 until

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**Legal disclaimer**
Functions and duties

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE
  • Coordinate and participate in the drafting of texts relating to the review of the legislative framework or Commission policy documents (including coordination with other DGs)
  • Prepare, coordinate and follow-up on Commission positions and position papers pertaining to negotiations on Multi-Annual Financial Framework (MFF) proposals in the Council and the European Parliament aimed at ensuring adoption of the Commission proposals;
  • Contribute to the negotiations on the regulatory framework (including any amendments and mid-term review) with Member States and the European Parliament in the relevant committees;
  • Assist the Secretariat of NDCI-Neighbourhood and IPA III Committees, including drafting the minutes, as necessary;

+ PROGRAM / PROCESS / PROJECT MANAGEMENT
  • Coordinate with relevant entities of the DG on programming and planning matters (design, processes etc.) of NDICI-GE, IPA III and the Facility for Refugees in Turkey.
  • Liaise with the EEAS, INTPA, FPI and ECHO as well as other DGs and services, on matters concerning programming and planning of financial assistance;
  • Contribute to activities that require a coordinated unit/directorate approach and response, such as inter-service consultations, parliamentary questions, briefings etc.

+ POLICY ANALYSIS
  • Prepare and coordinate briefings for the hierarchy as well as replies to written questions from the European Parliament;
  • Provide support to management and the operational units of the Directorate General in the performance of their planning and programming activities;
  • Contribute to the preparation of policy papers or annual report.

+ EVALUATION and QUALITY MANAGEMENT
  • Contribute within the unit to the organisation of the quality control and assessment of the consistency of programmes and actions financed through NDICI-GE and IPA III instruments and ensure coordination within the DG
  • Liaise with the responsible units to ensure consistency and quality in the assistance delivered through the relevant instruments
  • Liaise, ensure coordination, provide guidance to and between Operational Units and/or EU Delegations in planning, programming and managing financial assistance, and stimulate best practices
  • Contribute to the design, development and maintenance of performance monitoring and reporting mechanisms on financial assistance.

+ INFORMATION and DOCUMENT MANAGEMENT
  • Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the Head of Unit and with the help of the Document Management Officer correspondent in the unit. Ensure, in particular, the correct registration and filing of these documents.

Job requirements

Experience

+ EXTERNAL RELATIONS
  • Job-Related experience: at least 3 years
  • Qualifier: essential

Languages

08/06/2022
Knowledge

• EVALUATION and QUALITY MANAGEMENT
• PROGRAM / PROCESS / PROJECT MANAGEMENT
• IT TOOLS for SPECIFIC APPLICATION AREAS
  □ IT tools for OFFICE AUTOMATION
    □ Excel
    □ MS Office applications
    □ Outlook
    □ Powerpoint
    □ Word
• INTERNATIONAL RELATIONS (generic)
  □ PRE-ACCESSION and ENLARGEMENT
  □ EU NEIGHBOURHOOD
  □ EXTERNAL RELATIONS
  □ INTERNATIONAL COOPERATION and DEVELOPMENT
    □ Project cycle management in the field of foreign aid
    □ External co-operation activities of the EU and other major donors

Competences

• Analysing and Problem Solving
  □ Ability to conceptualise problems, identify and implement solutions
  □ Capacity to analyse and structure information
• 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
  □ Capacity to deliver in a structured way
  □ Planning capacity
• Resilience
  □ Stress resistance
• Working with Others
  □ Ability to work in a team
  □ 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:*