EUROPEAN COMMISSION
Job Description Form

Job description version2 (Active)
Job description version255299 in NEAR.D.3.DEL.North Macedonia.003
Valid from 13/02/2020 until

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**Job Holder**

**Name**

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**Job Profile**

**Position**
CONTRACT AGENT FGIV

**Job title**
Programme Officer

**Domains**

**Generic domain**
PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**
CLIMATE, ENVIRONMENT and NATURAL RESOURCES

**Sensitive job**
No

**Overall purpose**
Under the supervision of the Head of Section, ensure effective and efficient programming and implementation of financial assistance ensuring maximum impact to support the EU membership preparation of the beneficiary countries, with a particular focus on monitoring, evaluation and reporting in the area of infrastructure

**Legal disclaimer**
Functions and duties

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming
  • Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern
  • Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA)
  • Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management
  • Initiate and process all aspects of the procurement process drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file)
  • Encode contracts and give an “operational visa” (GESTOPE) on documents where required
  • Monitoring and evaluation of ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed
  • Provide ‘Certified correct’ for payments
  • Maintain contacts with other donors active in the country

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management - Indirect management (additional)
  • Provide operational initiation at all stages of the procurement carried out by national authorities
  • Contribute to 'Certified correct' visa on payment requests from national authorities and to the clearance of accounts procedures
  • Coordinate procurement pipeline with national authorities

+ INTERNAL COMMUNICATION (general) - Sectoral reporting to HQ
  • Monitor and report on sectoral issues to Head of Cooperation (including Early Warning on potential disputes)
  • Contribute regularly and timely to the Delegation’s reporting to HQ on sectoral issues, as well as to any specific requests.

+ INTERNAL COMMUNICATION (general) - any other business
  • Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).

+ EXTERNAL COMMUNICATION (general) - Communication related to to programme and projects
  • Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation’s objectives for the visibility of EC activities in the country
  • Extract and disseminate “best practice” and facilitate exchange of experiences
  • “writing of briefings and speeches”
Job requirements

**Experience**

+ **INTERNATIONAL RELATIONS (generic)**
  Job-Related experience: at least 3 years
  Qualifier: essential
  University level education of legal duration of at least 3 years. Formal education which corresponds to completed university studies of at least three years duration attested by a diploma.

+ **CLIMATE, ENVIRONMENT and NATURAL RESOURCES**
  Job-Related experience: at least 5 years
  Qualifier: essential
  More than 5 years’ of professional experience and 7 as an advantage in the area of climate, environment and natural resources

+ **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  Job-Related experience: at least 1 year
  Qualifier: desirable
  Experience in project management

**Languages**

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<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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**Knowledge**

- **CLIMATE, ENVIRONMENT and NATURAL RESOURCES**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - PROJECT MANAGEMENT
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
  - IT tools for OFFICE AUTOMATION
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
- **REPRESENTATION and NEGOTIATION**
  - RELATIONS with MEMBER STATES and CIVIL SOCIETY
    - National policies / legislation relevant to the programme / project / process
- **INTERNATIONAL RELATIONS (generic)**
  - PRE-ACCESSION and ENLARGEMENT
    - European Integration
Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information

- Communicating
  - Capacity to communicate technical or specialised information
  - Drafting skills

- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Eye for detail / Accuracy

- 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
  - Diplomatic skills
  - Knowledge sharing

Job Environment

Organisational entity

Type: Delegation / Representation
Size: more than 25
Gender balance (within the entity): balanced team
Comments:
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:

24/02/2020
Other

Comments: