



EUROPEAN COMMISSION

Job Description Form

Job description version10 (*Active*)
Job description version375631 in *NEAR.D.1.001*
Valid from05/10/2021until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - European Integration

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Planning, formulating and implementing Instrument for Pre-Accession Assistance (IPA) Multi-country programmes on Rule of Law, Security, Migration and Reconciliation, primarily in the areas of Reconciliation and Rule of Law, in support of EU enlargement policy.

Legal disclaimer

Functions and duties

+ POLICY DEVELOPMENT

- *Under the guidance of the HoS, contribute and propose as appropriate policy engagement on thematic areas covered by portfolio, in line with the enlargement policy.*
- *Follow closely policy developments on reconciliation and rule of law in order to identify scope for possible IPA programmes and/or policy actions.*
- *Attend relevant meetings with relevant Commission services (DGs JUST, HOME, INTPA, etc), the EEAS, the Council working groups and the European Parliament.*
- *Initiate and contribute to briefings for the hierarchy, Lines To Take, background and policy notes, internal reporting, etc.*
- *Contribute to inter-service consultations, replies to European Parliament questions*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Under the guidance of the HoS, contribute to regional strategies and programming of Multi-country programmes including through drafting of programming documents (Financing Decision and Action Documents with logical framework) in the thematic areas covered by the portfolio, in particular Reconciliation and Rule of Law.*
- *Co-ordinate with EU Delegations, EEAS/Commission services on Multi-country programming to ensure policy coherence.*
- *Engage in the programming of bilateral programmes in the beneficiary region in the thematic areas covered by the portfolio, in view of ensuring policy coherence.*
- *Provide inputs and contributions to Commission reports, websites, annual progress reports and enlargement strategy as relevant.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Programme manager in charge of the thematic portfolio covering primarily Reconciliation (war crimes, missing persons) and Rule of Law. Other thematic portfolios under the remit of the unit might be assigned to the jobholder as relevant.*
- *Act as Operational Initiator for all programmes under the responsibility of the job holder. Under the guidance of the HoS, design and manage all aspects of procurement and contracting procedures (tenders, call for proposals and other contract award procedures) including drafting of ToRs, negotiating directly awarded contracts, launching procurement procedures, participating in evaluation committees, awarding contracts etc.*
- *Monitor performance of contractors and on-going projects, treat implementation reports, attend management and monitoring meetings, elaborate progress reports and propose remedial action if and when needed. Suggest audits, provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests.*
- *Prepare any relevant amendments and periodically review the need for additional measures.*
- *Follow up and solve problems connected to implementation issues related to these programmes.*
- *Provide information for audit by Commission services or the European Court of Auditors. Initiate and manage external monitoring and evaluations of programmes and projects. Disseminate results as relevant, including to ensure programmes provide adequate visibility and communication on EU assistance.*

+ EXTERNAL RELATIONS

- *Liaise with beneficiaries on aspects concerning programmes and/or projects under the responsibility of the task manager.*
- *Develop and maintain contacts with beneficiary administrations and institutions, EU Delegations and country teams in relevant DGs.*
- *Participate in/organise conferences, public events, visits, assessments and monitoring.*
- *Participate with Commission officials, as appropriate, in Council Working Groups or other meetings with regard to preparation and implementation of IPA MCP programmes, and in consultation with partners in the preparation and implementation of IPA MCP programmes*

+ *INTERNAL COMMUNICATION (general)*

- *Develop and maintain contacts with EU Delegations and line DGs*
- *Ensure visibility and reporting on the activities of the Unit, and programmes related to Reconciliation and Rule of law in particular.*

Job requirements

Experience"

+ *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*

Job-Related experience: at least 3 years

Qualifier: essential

Sound experience of programming and project implementation, preferably with a donor.

Knowledge and experience of Reconciliation (war crimes, missing persons) and/or Rule of Law/ is essential. Previous working experience within the Western Balkans region, with DG

Neighbourhood and Enlargement Negotiations and/or EU delegations is considered an asset

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	C1	C1	C1	C1	C1

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
- *INTERNATIONAL RELATIONS (generic)
PRE-ACCESSION and ENLARGEMENT*

Competences

- *Analysing and Problem Solving
Capacity to analyse and structure information*
- *Communicating
Ability to understand and be understood
Negotiation 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
Sociability skills*

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: