Vacancy notice NEAR A.4

Job description type: Planning and Programming Officer
Contract Agent Function Group IV – Sysper Job no.374205

We are

The mission of Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. This includes providing assistance to the countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth.

In this context, Unit A4 plays a pivotal role in the coordination of the Instrument for Pre-accession Assistance III and the NDICI-Global Europe Instrument. The unit is involved in all the steps of the spending cycle: from leading the negotiations of the legal framework, to coordinating and providing guidance on the multi-annual and annual programming of IPA III, and Global Europe in cooperation with other DGs (INTPA, FPI and EEAS), to comitology, reporting and evaluation.

The Unit is also responsible for providing methodological and practical guidance on budget support. A4 is also the results hub for the DG, being responsible for development and implementation of the monitoring and evaluation strategies of DG NEAR, both at operational and strategic levels. The unit is the focal point for the Aid transparency commitments of the DG, Better Regulation as well as the annual report of external assistance.

We propose

We have a challenging position as Planning and Programming Officer to work in a dynamic, motivated and friendly team in a constantly evolving political environment. The job requires a high degree of responsiveness and eagerness to learn.

- A friendly and stimulating working environment;
- An opportunity to contribute to coordination of multi-annual and annual programming of NDICI-GE Neighbourhood and IPA III;
- A close interaction with other DG NEAR Units, the European External Action Service (EEAS), other DGs and EU Delegations, including through at least one field mission annually
- A full set of learning and training opportunities targeted to the needs of the job, including missions to the beneficiary countries.

We look for a candidate with

- At least three years professional experience, including in planning and coordination of programming of external financial assistance, preferably in the pre-accession or Neighbourhood regions;
- Experience in management of external action programmes in an EU Delegation, an international organisation or a bilateral donor is an asset;
- Excellent understanding of European Neighbourhood and Enlargement policies and its financing instruments;
- Sound knowledge and experience of the EU and its institutions and decision-making processes;
Solid experience working with strategic partners such as Member States, European Institutions, International or European Financial Institutions.

A successful candidate should also have

- A capacity to source, analyse, synthesise and present information;
- A capacity to define and design processes and contribute to guidance documents;
- An ability to cultivate partnerships with other services, to coordinate, negotiate and reach compromises across Units with the EEAS and other Commission DGs as well as outside partners;
- A sense of initiative and capacity to work both individually and as a member of a team;
- High degree of commitment and flexibility towards the evolving requirements for the work including the ability to provide support and back-up where necessary for other colleagues;
- Excellent drafting and communication skills. An excellent command of English and good knowledge of French is necessary.

**Recruitment policy**
Only FG IV contract agents currently in the EU institutions, candidates from an FG IV EPSO CAST valid reserve list or candidates registered, as FG IV in the EU CV online database will be considered for this position.
Interested candidates should send their CVs and a short letter of motivation to the following mailbox: NEAR-A4@ec.europa.eu