Vacancy notice

Job description type: Programme Assistant: Turkey Investment Platform, EFSD+ Programming, monitoring and reporting in Unit A5

Contract Agent III

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 A5 provides steering and coordination in the use of blending and financial instruments and in the relations with International Financial Institutions (IFIs). In this way, we contribute to the quality of programming and implementation of financial cooperation with candidate and neighbouring countries. The unit also represents DG NEAR's position on blending, financial instruments and budgetary guarantees in external cooperation and works closely with the equivalent units in DG INTPA in charge of the same topics.

In addition, the Unit hosts the newly established Secretariat for the Turkey Investment Platform (TIP), which coordinates the EU support to investments in the country, through the use of instruments under the European Fund for Sustainable Development Plus (EFSD+).

The unit currently employs 18 staff.

We propose

We have one challenging position as Programme Assistant: Turkey Investment Platform, EFSD+ Programming, monitoring and reporting to work in a dynamic, motivated, friendly and cooperative team in a constantly evolving political environment. The job requires a high degree of responsiveness, eagerness to learn and attention to detail. We offer:

- A dynamic working environment
A varied and stimulating job carried out in cooperation with a wide range of partners inside and outside the EU

The chance to be a part of a very innovative process, which is high on the agenda of this DG, namely the implementation of budgetary guarantees under the European Fund for Sustainable Development Plus, including negotiations with international financial institutions

A full set of learning and training opportunities targeted to the needs of the job

For more details, please see the attached Job Description.

**We look for**

The successful candidate will have, as personal skills:

- Excellent oral and written communication skills in English. Good command of French will be an asset.
- Very good capacity to organise and structure his / her own work and to coordinate with colleagues inside and outside the unit.
- Strong analytical skills and attention to detail.

In terms of professional skills, the successful candidate will have at least 1 year experience with either of the follow:

- Working experience in managing multi-stakeholder platforms and/or organisations, particularly with relation to management of administrative tasks.
- Working experience with financial reporting, operational reporting, contract management and/or dealing with financial institutions.
- Good knowledge of EU administrative tools and instruments for file and contract management (ARES, CRIS, Opsys,...)
- Qualifications at least at Bachelor studies level (3 years university degree) in the field of finance or economics or a relevant, directly related discipline.
The following additional working experience would be an asset:

- Experience with financial instruments (blending, guarantees to development banks).
- Experience in assessing and implementing projects in EU external actions, in particular with financial institutions.
- Experience with DG NEAR beneficiary countries will be an asset.
- Experience in Commission services (external relations, economic and financial affairs, budget, financial services), an International Financial Institution and/or a Development Finance Institution.

Interested candidates should send their CVs & a short letter of motivation to NEAR-A5@ec.europa.eu