Vacancy notice NEAR D.4
Job description type: Programme Officer – EU Policies – Financial Assistance
Contract Agent Function Group IV – Sysper Job no. 230062
Job available from: 16 October 2018

We are
Within the Directorate General Neighbourhood and Enlargement Negotiations, the mission of the unit is to manage the enlargement process and EU’s bilateral relations with Albania and Bosnia and Herzegovina in the framework of the stabilisation and association process of the European Union. This includes monitoring the reform process and the implementation of the Stabilisation and Association Agreement with the EU in both countries, preparing annual Reports, representing the Commission in Council working groups and other bodies, and programming and supervising the implementation of pre-accession financial assistance. The unit works in close cooperation with the EU Delegations in Sarajevo and Tirana.

We propose
A dynamic, challenging and friendly work environment focusing on financial assistance with Bosnia and Herzegovina and Albania. The successful candidate will act as IPA coordinator for Bosnia and Herzegovina and work closely with the other members of the Unit, the EU Delegation in Sarajevo, other DGs and EU institutions and with the European External Action Service.
- S/he will contribute towards strategic programming, coordination, implementation and monitoring of EU financial assistance programmes for Bosnia and Herzegovina including sector budget support in line with the IPA II Regulation, the fundamentals of the Enlargement Policy and the Commission's Western Balkan Strategy 2018. This requires also monitoring closely the process of elaborating and adopting country-wide sector strategies in the country.
- S/he will provide input into the relevant Stabilisation and Association Sub-Committees covering financial assistance issues, and contribute to relevant briefings, replies to parliamentary questions, correspondence and press requests.
- S/he will be expected to engage in sectoral policy work, in close cooperation with the competent colleagues in the unit, particularly if related to budget support.
- The job includes participating for the Commission in relevant internal and external fora, cooperating with other institutions and involves missions to Bosnia and Herzegovina.
- The job calls for a high degree of commitment and flexibility. Over time, the nature of some of these tasks may be adjusted.
- S/he will also provide support and back-up, whenever necessary, for other colleagues in the unit dealing with IPA including on Albania.

We look for
The successful candidate will have:
- Sound knowledge and experience related to EU financial assistance and IPA financial assistance in particular – rules and procedures including budget support.
- Sound knowledge of the EU and its institutions
- Knowledge and understanding of the criteria for EU membership and international relations
- Sound knowledge of the enlargement policy and EU relations with the Western Balkans as well as a knowledge of the Stabilisation and Association Process
- Capacity to analyse, synthesise and present information, usually with short deadlines
- Ability to cooperate with and co-ordinate Commission DGs, the EU Delegation, the European External Action Service and outside partners
- Good communications skills, sense of initiative and capacity to work both individually and as a member of a team
- Very good English language drafting skills
- Experience in EU, European or international bodies working with the Western Balkan countries would be an asset.
- Experience in dealing with complex state structures would be an asset

How to apply?

Only FG IV contract agents in the Commission, candidates from the FG IV EPSO CAST valid reserve list (holding a valid CAST / CAST P) are eligible to be recruited.

Interested candidates should send their CVs and a short letter of motivation to the following mailbox: NEAR-D4@ec.europa.eu

Deadline for applications: 26/04/2018
EUROPEAN COMMISSION
Job Description Form

Job description version 9 (Approved)
Job no. 230062 in NEAR.D.4
Valid from 16/10/2018 until

Job Holder
Name

Job Profile
Position
CONTRACT AGENT
FGIV Job title
Programme Officer - EU Policies - Financial assistant
Domains
Generic domain
PRE-ACCESSION and ENLARGEMENT
Intermediate
domain Specific
domain
Job Family
Programmes and
Projects Sensitive job No

Overall purpose
Under the supervision of an official, co-ordination of administrative and financial procedures to ensure the smooth and effective programming and implementation of financial assistance to Bosnia and Herzegovina.
Functions and duties + DG- or SERVICE-INTERNAL MANAGEMENT and COORDINATION - Coordination consultation and communication at unit level

• Ensures proper flow of information on assistance-related matters between unit staff and coordinates between other units of DG NEAR and the Delegations.

+ POLICY COORDINATION - Co-ordination of policy activities

• Works with Assistance Desk Officers and Delegations in the development of programming and strategic documents. Liaises with horizontal units of NEAR Directorates D and R on horizontal, contractual and financial matters and on other specific files where required.
• Contributes to briefing requests as far as financial assistance is concerned.
• Replies to assistance-related information requests
• Works with the Head of Unit/Deputy Head of Unit in the preparation and follow-up of Quality Support Group meetings, meetings of the FAST committee, particularly for budget support files and other relevant meetings for the Directorate (EP, IFIs, etc.)
• Works on sectoral policy issues, particularly if related to sector budget support operations

+ INTER-SERVICE COORDINATION and CONSULTATION - Assistance in inter-service consultations

• Prepares and follows up of Inter-service Consultations on assistance matters.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Commission programme /project management

• Prepares Commission Decisions, Financing Agreements, Framework Agreements etc.
• Handles requests for derogation from rules and procedures concerning the implementation of assistance programmes, budget re-allocations and extensions of deadlines for contracting, implementation and disbursement.

+ INTER-INSTITUTIONAL RELATIONS - Relations with other EU Institutions

• Attends assistance-related meetings and conferences.

+ INFORMATION and DOCUMENT MANAGEMENT - Document management

• Correctly apply the Commission’s document management rules to the documents for which the contract agent is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.

Job requirements

Experience

Job-Related experience: at least 2 years Qualifier: an advantage In international relations related sector

Languages

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Knowledge

• EVALUATION and QUALITY MANAGEMENT
EVALUATION
- Impact of policies, legislation or programmes

OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
- ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
  - Administrative rules and procedures of the Commission

IT TOOLS for SPECIFIC APPLICATION AREAS
- IT tools for OFFICE AUTOMATION

Competences

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

- Communicating
  - Ability to communicate in meetings
  - Negotiation skills

- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way

- Prioritising and Organising
  - Planning capacity
  - Coordination skills

- Resilience
  - Stress resistance

- Working with Others
  - Ability to work in a team
  - Diplomatic skills

Job Environment
Organisational entity

Type:
Size:

Gender balance (within the entity):

Comments:

Presentation of the entity:

Job related issues

[ ] Atypical working hours

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