The European Union Delegation to Ukraine is looking for:

International Aid / Cooperation Officer

(Contract Agent FG IV)

We are

The European Union Delegation to Ukraine. The Delegation's mandate includes promoting the political and economic relations between Ukraine and the European Union, monitoring the implementation of the Association Agreement between the EU and Ukraine; informing the public of the development of the EU and explaining policies and participating in the implementation of the European Union's assistance programmes.

The EU Delegation to Ukraine currently employs 103 staff.

We propose

We propose a post of an International Aid / Cooperation Officer. Upon recruitment, the successful candidate will occupy a specific job function as a Project Manager. The successful candidate will serve as a Contract Agent, FG IV to advise on and manage, under the supervision of the Head of the Sector, the implementation of projects and programs of development cooperation and of financial and technical cooperation with third countries in the field of Public Finance Management. To assist the Head of Section in coordinating the Section's activities, where required.

Functions and duties

+ **PROGRAM / PROCESS / PROJECT MANAGEMENT - Programme/project management (finance, budget and control)**

  - To ensure the follow-up of project implementation, also by means of the IT tools developed / provided, the performance of project contractors and partners, monitoring contractual obligations, gathering and handling external expertise.
  - To initiate launching, to assist in launching, managing and monitoring calls for proposals/tenders, evaluation and selection of projects, to prepare Terms of Reference and to initiate procurement process.
  - To analyse and assess project results, notably through project reports, and proceed with payment requests.
  - To ensure co-ordination with other donors.
  - To manage projects with beneficiaries and counterparts and to discuss with national/regional authorities and administrations.
  - Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the host countries.

+ **INVESTIGATION, COMPLIANCE and INFRINGEMENT HANDLING - Evaluation and Audit**

  - To assist and contribute to evaluation and audit activities initiated by the Commission and other EU bodies.

+ **COMMUNICATION and PUBLICATION - Information, Communication, Publications**

  - To contribute to the External Assistance Management Report in the area of activity.
  - To contribute to the Information and Communication activities initiated by Commission services.
  - To extract and disseminate best practice and present the programme and its projects.
  - To provide all relevant information to Commission services, to elaborate briefings and reports in the area of activity, to provide assistance to headquarter missions.
  - Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests.
POLICY DEVELOPMENT - Contribution to policy development

- To conduct conceptual reflections and assist in elaborating work programmes, strategic documents and new approaches to the programme, e.g. Single Support Framework.
- To provide economic, statistical or any other input for ENI and other EC funded programming and implementation, as well as for their development.
- To contribute to the assessment of the implementation of the Action Plan (or other appropriate documents of the EU with the relevant country).
- To support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.

The successful candidate will be based in Kyiv. Working time: 40 working hours/week. We offer a competitive position in:
- A dynamic, challenging and diverse working environment.
- A varied job carried out in cooperation with a wide range of partners inside/outside the EU.
- A full set of learning and training opportunities targeted to the needs of the job an International Aid / Cooperation Officer.

We look for

We are looking for a motivated and dynamic colleague who has at least 5 years of job-related experience with the professional involvement in transition countries; possesses profound knowledge of CIS countries. Experience in the area of Public Finance Management would be a major asset.

Job Requirements:

Languages
English - B2 level (independent user)

Knowledge
- Project monitoring methods and techniques
- EU institutions, policies, legislation and programmes

Competences
- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Communicating
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
  - Negotiation skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Quality & process management abilities
  - Financial management skills
- 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
  - Knowledge sharing

Recruitment policy
NEAR is a dynamic DG with a clear mission where enthusiastic colleagues can make positive contributions. In order to attract and retain highly competent staff, we believe in the benefits of a varied career and are committed to support you in your professional development. DG NEAR promotes equal opportunities for all and follows best practice in its selection and recruitment procedures to ensure a diverse and gender balanced workforce. In case of equal merit, preference will be given to the gender which is underrepresented.

Applicants should send their CV and motivation letter (including document certifying their status and grade) to Stefan.SCHLEUNING@eeas.europa.eu with copy to Martin.Klaucke@eeas.europa.eu before the deadline. The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to Martin.Klaucke@eeas.europa.eu.

The procedure
After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The deadline for applications is: Tuesday, 4 June 2019
EUROPEAN COMMISSION
Job Description Form

Job description version1 (Active)
Job no.303055 in NEAR.DGA1.SGUA.DEL.Ukraine.004
Valid from 08/02/2019 until

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<th>Job Profile</th>
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<tr>
<td>Position</td>
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<td>CONTRACT AGENT FGIV</td>
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<td>Job title</td>
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<td>Programme Officer - Public Finance Management</td>
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<td>EU NEIGHBOURHOOD</td>
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<td>Sensitive job</td>
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<td>Overall purpose</td>
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To advise on and manage, under the supervision of the Head of the Section, the implementation of projects and programs in the area of public finance management. To contribute to policy dialogue with national authorities and to liaise with sector stakeholders in the respective area of responsibility.

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<th>Legal disclaimer</th>
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Users are advised to check the available list of Legal Disclaimers related to their contract type.
Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Programme/project management (finance, budget and control)
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+ POLICY DEVELOPMENT - Contribution to policy development
  - To conduct conceptual reflections and assist in elaborating work programmes, strategic documents and new approaches to the programme.
  - To provide economic, statistical or any other input for EU funded programming and implementation, as well as for their development.
  - To contribute to the assessment of the implementation of the Action Plan.
  - To support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.

Job requirements

Experience
Job-Related experience: at least 5 years
Qualifier: desirable
Previous professional experience in the relevant countries (Ukraine). Experience in the relevant areas and knowledge of Russian or Ukrainian will be regarded as an asset.

Languages

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<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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08/05/2019
Knowledge

- PROGRAM / PROCESS / PROJECT MANAGEMENT
  - PROJECT MANAGEMENT
    - Project monitoring methods and techniques
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS

Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Communicating
  - Ability to understand and be understood
  - Capacity to communicate technical or specialised information
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  - Ability to work in a proactive and autonomous way
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- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity
- Working with Others
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Job Environment

Organisational entity

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<th>Type:</th>
<th>Delegation / Representation</th>
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<tr>
<td>Size:</td>
<td>more than 25</td>
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<td>Gender balance (within the entity):</td>
<td>balanced team</td>
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Comments:

Presentation of the entity:

The Support Group coordinates the resources and expertise of the Commission's services in view of supporting Ukraine's reform programmes and the implementation of the EU-Ukraine Association Agreement, including the organisation of the approximation of Ukrainian legislation with that of the EU.

It provides a focal point, structure, overview and guidance to the Commission's work in this respect, helps mobilise Member States expertise and further enhance coordination with other donors and the International Financial Institutions.

The Support Group works in close cooperation with all relevant DGs, the European External Action Service and the EU Delegation in Kyiv as well as with Member States, while maintaining appropriate relations with Ukrainian authorities. It reports to the President and the HR/VR under the guidance of the Commissioner for European Neighbourhood Policy and Enlargement Negotiations.
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: