



EUROPEAN COMMISSION

Job Description Form

Job description version4 (*Active*)
Job description version229915 in *NEAR.B.2*
Valid from23/11/2021until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Officer - Regional Programmes Neighbourhood South in the field of human and social development

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of an official, design, formulate and ensure the implementation of regional programmes in the areas of Human and Social Development in the Southern Neighbourhood partner countries.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ ANALYSIS and ADVICE

- *Contribute to sector analysis and to the programming, identification and appraisal of activities, in close cooperation with EU Delegations and other Commission services (in particular DG INTPA, EAC, DG EMPL, ...) as well as EEAS.*
- *Prepare feasibility studies, the terms of reference regarding identification, formulation and evaluation of human and social development programmes. In collaboration with EU delegations, ensure the implementation of regional programmes and support sectoral approaches if applicable.*
- *Coordination with the geographical and political units in order to improve the quality of the programmes financed.*
- *Take part in the programming meetings with the EEAS, INTPA and relevant line DGs (e.g. DG EMPL, EAC) and other stakeholders. Attend co-ordination meetings; write technical notes and comments on reports and strategic documents.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Manage ENI-funded regional projects in close coordination with projects carried out at country level and/or financed through other budgetary instruments (in particular on youth, media, but also human rights, democracy, civil society, ...).*
- *Participate in project steering committees.*
- *Monitor costs, time scales and resources used, and take action where these deviate from agreed tolerances. Carry out quality controls, risk analysis and review of deliverables.*
- *Assess the results and impacts of the programme and the projects and provide feedback for improvement.*
- *Follow-up Result Oriented Monitoring and evaluations.*
- *Management of contracts under the authority of the head of section; Operational initiator of the contracts in Commission Common Relex Information System (CRIS) – OPSYS and MIS.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Management of contracts under the authority of the head of section.*
- *Operational initiator of the contracts in Commission Common Relex Information System (CRIS) – OPSYS and MIS.*

+ HORIZONTAL COORDINATION

- *Contribute to inter-service consultations to secure coherence with ENP.*
- *Contribute to briefings when requested.*
- *Represent DG NEAR in meetings when requested.*
- *Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, civil society, etc.*
- *Participate in donor assistance group meetings and in relevant Euromed dialogue fora.*
- *Ensure close coordination and complementarity of regional actions with bilateral and other EU cooperation in the field of competence.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Document Management: Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible; Ensure in particular the correct registration and filing of these documents.*

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 2 years

Qualifier:essential

Experience in the field of human and social development is essential. Experience with Neighbourhood and Enlargement is an advantage. Knowledge of key partners and multilateral institutions in the area of human and social development is an advantage.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:an advantage

Knowledge of and experience with EU financial instruments and project management is an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
Administration
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution
- *REPRESENTATION and NEGOTIATION*
DIPLOMACY and NEGOTIATION
Negotiation techniques
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to chair meetings
Ability to communicate in meetings
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Quality & process management abilities
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Working with Others*
Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

The DDG2 is responsible for the management of the Southern Neighbourhood, Turkey, Migration/ Refugees and Security Issues. This includes the supervision of Directorate NEAR.A for the portfolios related to units A1, A2 and A5 and Directorate NEAR.B.

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:



Vacancy notice NEAR B.2 – Job. Nr 229915

Job description and type: Programme Officer - EU policies. Regional Programmes Neighbourhood South in the field of human and social development. Type: Contract Agent, Function Group III (AC III)

We are

The unit for regional programmes in the Neighbourhood South promotes cooperation between the EU and countries of the Neighbourhood South region. We work with partner countries from the Southern Mediterranean (currently Morocco, Tunisia, Algeria, Egypt, Jordan, Lebanon, Libya, Palestine and Israel) to strengthen regional cooperation across a range of different sectors and areas of work (economy, social sector, environment, energy, transport, security issues, civil society, etc). Beyond contributing to the EU Mediterranean sector policy dialogue in the framework of the Union for the Mediterranean, the Unit also identifies, formulates and supports the implementation of regional programmes in the different areas concerned, including blending programmes with International Finance Institutions under the European Fund for Sustainable Development. The unit currently employs 25 staff members.

We look for

We are looking for a colleague to work in the field of human and social development (in particular youth, but also human rights, democracy, civil society and media) in the Southern Neighbourhood. A sound background in the major theme covered, including relevant EU policies is required.

S/he will contribute to identifying areas for cooperation, design and manage projects in these areas.

Close cooperation with the central thematic units in DG NEAR will be necessary.

Candidates should have at least 2 years of relevant professional experience.

A highly motivated and well-organised team player.

Excellent communication skills as well as a strong ability to deliver quality and results are required.

Working experience with DG NEAR/DG INTPA or EU Delegations in the EU Neighbourhood will be an asset.

The working languages of the Unit are English and French. Knowledge or notions of Arabic language would be an asset.

We propose

A dynamic, challenging and motivating working environment including regular contacts with Delegations and HQ services in DG NEAR, line DGs and the EEAS. 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.



How to apply

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

Only FG III contract agents in the Commission or candidates having completed and validated their applications on a FG III EPSO CAST may apply.

Interested candidates should send their CVs & a short letter of motivation to the following mailbox: NEAR-B2@ec.europa.eu

Contact:

Pascal ODUL Tel: +32 229-54133

Pascal.odul@ec.europa.eu

Deadline for application: 15 December 2021