JOB PROFILES FOR DG REGIO

DG REGIO seeks candidates to occupy 54 new auxiliary posts available in 2003: 32 of category A, 12 of category B and 10 of category C. The profiles of the posts are as follows:

– Desk officers for Structural Fund programmes (including the Community Initiative INTERREG), Cohesion Fund and ISPA projects in the applicant countries.

– Desk officers in the current geographical Units, to replace the desk officers on secondment to Units responsible for the applicant countries.

– Experienced auditors for the Unit responsible for controls in the applicant countries.

– Evaluators for the Unit responsible for evaluation.

– Supporting staff with the appropriate knowledge of languages.

1. Desk officer for Structural Fund programmes and Cohesion Fund projects in the applicant countries and in the current geographical units (23 category A posts)

1.1. Job content

1.1.1. General purpose:

1.1.1.1. Applicant countries: Prepare in 2003 the conditions so that the interventions of the ERDF (including INTERREG) and of the Cohesion Fund in the applicant countries are implemented under sound conditions as from accession.

1.1.1.2. Current geographical units: Manage the interventions of the ERDF (and of the Cohesion Fund if necessary) in the Member States.

1.1.2. Functions and responsibilities:

Contribute to the negotiations for the adoption of the interventions. Analyse the draft programmes and projects submitted by the national authorities. Follow the implementation of the interventions to make sure that they respect the conditions provided for in the approval decision. Contribute to the analysis of major projects and Cohesion Fund projects. Take part in meetings of the monitoring Committees and in the annual meetings with the management authorities. Follow the progress of the interventions and of ISPA projects from the financial point of view, validate payment requests, carry out the relevant checks for the closure of the interventions. Provide the information necessary for the audit and control procedures of the Commission and the European Court of Auditors. Disseminate "best practices" and facilitate experience sharing. Contribute to replies to questions from the European institutions, the hierarchy, the national authorities and the public in general.
1.2. Job requirements

1.2.1. Studies and training

Higher education diploma, preferably in economics, finance, engineering, law, political science, public administration or business administration.

1.2.2. Experience

Three years experience in the field of structural interventions. Experience of pre accession instruments is an asset. Experience gained in an administration is desirable.

1.2.3. Knowledge

Knowledge of the Community policies and of the techniques of economic and financial analysis of the projects (in particular Cost Benefit Analysis) is an asset.

1.2.4. Knowledge of languages

Excellent knowledge of at least one of the languages of the 10 relevant applicant countries, as well as a good ability to communicate orally and in writing in English or in French, are essential. For the posts in the current geographical units, good knowledge of one of the languages of EUR 15, in addition to French and/or English, is essential.

1.2.5. Personal abilities and qualities

Good ability to communicate orally and in writing required. Ability to work in a team. Ability to take initiatives. Capacity for negotiation. Excellent ability to analyse and to summarise. Being at ease in public and good personal contact essential. Ability to adapt.

1.3. Job environment


2. Experienced auditors for the unit responsible for controls in the applicant countries (5 category A posts)

2.1. Job content

2.1.1. General purpose

Audit of operations co-financed by ISPA to ensure the sound financial management of the expenditure. Preparation of the applicant countries for management and financial control of the ERDF and of the Cohesion Fund.

2.1.2. Functions and responsibilities
Preparation, implementation and monitoring of audit missions in the applicant countries relating to the implementation of ISPA. Audits can cover:

1) checking of management and control systems set up by the applicant countries,

2) control of individual projects which are co-financed, and

3) checking the respect of and conditions for EDIS (*Extended Decentralised Implementation System*).

Evaluation of the preparatory actions by the applicant countries for management and financial control of the ERDF and of the Cohesion Fund. Analysis of the documents presented within the framework of the programming procedure. Participation in meetings with the operational units and/or the applicant countries. On the spot controls to check the actions implemented.

2.2. Job requirements

2.2.1. Studies and training

Higher education diploma, preferably in economics, finance, law or public administration. A formal qualification in the field of audit is desirable.

2.2.2. Experience

Three years in a field in relation to the post to be filled. This could be either in the control of pre accession instruments and/or of the Structural and Cohesion Funds, or in the field of audit in general.

2.2.3. Knowledge

Knowledge of the rules and procedures applicable to Community structural measures is an asset.

2.2.4. Knowledge of languages

Excellent knowledge of at least one of the languages of the 10 relevant applicant countries, as well as a good ability to communicate orally and in writing in English or in French, are essential.

2.2.5. Personal abilities and qualities

Good ability to communicate orally and in writing required, in particular for drafting reports. Ability to work in a team. Excellent ability to analyse and to summarise. Being at ease in relations with other services and other administrations at various levels essential. Ability to adapt.

2.3. Job environment

3. Evaluator for Structural Funds programmes and Cohesion Fund projects in the applicant countries and in the unit "coordination of evaluation" (4 category A posts)

3.1. Job content

3.1.1. general purpose:

3.1.1.1 applicant countries: contribute to the preparation in 2003 of the conditions so that the interventions of the ERDF and of the Cohesion Fund in the applicant countries are implemented under sound conditions as from 2004.

3.1.1.2 unit for co-ordination of evaluation: co-ordinate the evaluation work of the interventions of the ERDF, and of the Cohesion Fund – mid-term evaluations, thematic evaluations, final and ex post evaluations, cost benefit analyses for major ERDF projects, Cohesion Fund and ISPA projects.

3.1.2. Functions and responsibilities:

Help the relevant authorities to set up the evaluation function and mechanisms, with - if necessary - the transfer of expertise and of good practices.

Follow the evaluation process, assess the quality and the relevance of the ex-ante evaluations according to the standards defined by the Commission departments and the framework documents.

Analyse the contents of interventions (programmes, SPDs, Community Support Frameworks) submitted to the Commission for cofinancing and give an opinion on the relevance of the proposed strategy, its overall impact, the environmental impact and the human resources impact. Analyse the relevance of the indicators proposed for the quantification of priorities and measures as well as the feasibility of the quantified objectives.

Analyse the relevance and the quality of the cost benefit analyses for major ERDF projects and Cohesion Fund projects, the respect of the guidelines of the Commission departments and assess the Community co-financing rate requested.

Support the work of the geographical units for the implementation of the systems of indicators and of mid-term and final evaluations.

Carry out analyses and summaries from the various types of evaluation carried out under the responsibility of the Commission departments and of Member States.

3.2. Job requirements
3.2.1. studies and training

Higher education diploma, preferably in economics and public management. Specialisation in cost benefit analyses, statistics, or econometrics will be taken into account.

3.2.2. experience

Three years experience in the field of evaluation of public policies, of structural policies or of pre accession instruments essential.

3.2.3. knowledge

Knowledge of the techniques of evaluation, of cost benefit analysis, of structural policies and of Community policies an asset.

3.2.4. knowledge of languages

Excellent knowledge of at least one of the languages of the 10 relevant applicant countries, as well as a good ability to communicate orally and in writing in English or in French, are essential.

3.2.5. personal abilities and qualities

Good ability to communicate orally and in writing required. Ability to work in a team within a multicultural framework. Capacity for negotiation. Excellent ability to analyse and to summarise. Being at ease in public and good personal contact essential. Ability to adapt quickly.

3.3. Job environment

Workplace: Brussels. Limited number of missions.

4. Assistants (12 category B posts)

4.1. Job content

4.1.1. General purpose

Carry out support tasks either for the desk officers, or for the evaluators, or for the person responsible for the Directorate-General’s training, according to the assignment of the person within the Directorate-General.

4.1.2. Functions and responsibilities

According to the assignment within the Directorate-General:

– ensure, in addition to support tasks for the desk officers, other specific coordination and horizontal tasks in the operational units,
in particular for the aspects in relation to the financial monitoring of interventions (10 posts).

- ensure the preparation and the administrative and financial management of contracts with consultants and service providers in the evaluation unit (1 post).

- help in the identification of specific training needs connected with enlargement. Provide advice on training. Assess the design and the development of training activities. Assist in the evaluation of training. Facilitate the welcome of new staff (1 post).

4.2. Job requirements

4.2.1. Studies and training

Recognised higher or equivalent secondary level, preferably in the financial field, or of public procurement or of the management of human resources.

4.2.2. Experience

Minimum three years’ experience in one of the relevant fields required. Experience gained in public administration an asset.

4.2.3. Knowledge

Knowledge of computer tools essential. Knowledge of accountancy an asset.

4.2.4. Knowledge of languages

Very good knowledge of at least one of the languages of the 10 relevant applicant countries, as well as a good ability to communicate orally and in writing required in English or in French, are essential.

4.2.5. Personal abilities and qualities

Sense of organisation, rigour, discipline, sense of communication in a multicultural environment, initiative and team spirit, adaptability in work and capacity to carry out several tasks, customer service oriented.

4.3. Job environment

Workplace: Brussels. Missions are not to be excluded. Availability in an emergency.

5. Support staff (10 category C posts)

5.1. Job content

5.1.1. General purpose
Carry out administrative and logistical support tasks (secretariat) for the head of the unit and/or other members of the team.

5.1.2. Functions and responsibilities

– general case (9 posts): register the outgoing and incoming mail in a computer filing application and distribute incoming mail to the relevant persons. Prepare the mail and the signatories (including typing). Answer the telephone and filter calls. Facilitate the organisation of the calendar and the organisation and follow-up of missions. Organise meetings. Carry out specific and thematic document retrievals. Translate short texts.

– in the human resource and training unit (1 post): deal with logistical aspects connected with the organisation of training (reservations, invitations, equipment), register and follow participations in training activities, manage databases, code in and follow the budgetary aspects of training.

5.2. Job requirements

5.2.1. Studies and training

Lower secondary education required. Non-university higher education in secretarial studies is an advantage.

5.2.2. Experience

Three years as a secretary required.

5.2.3. Knowledge

Very good knowledge of computer tools (Word, Excel, Outlook) required. Good management of Access desirable.

5.2.4. Knowledge of languages

Very good knowledge of at least one of the languages of the 10 relevant applicant countries, as well as a good ability to communicate orally and in writing required in English or in French, are essential.

5.2.5. Personal abilities and qualities

Sense of organisation, rigour, discipline, sense of communication in a multicultural environment, initiative and team spirit, adaptability in work, customer service oriented.

5.3. Job environment

Workplace: Brussels. Availability in an emergency.