



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version450194 in NEAR.A.5
Valid from15/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Programme Officer - Investment Officer

Domains

Generic domain

FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

Intermediate domain

Specific domain

EXTERNAL RELATIONS

Sensitive job

No

Overall purpose

In support to the implementation of the Ukraine Facility, the overall purpose of this position is to steer – under the supervision of the Team Leader/Head of Sector – the efficient use of financial instruments (in particular EU budgetary guarantees and blended finance) to ensure that these instruments are used in line with the strategic priorities of DG NEAR. To this end, the jobholder will have to maintain close cooperation and coordination with International Financial Institutions (IFIs) and private investors, throughout the origination and development of investment projects. These tools will be instrumental in implementing the Economic and Investment Plans (EIPs) for NEAR regions, the Global Gateway Strategy and the dedicated agreements/partnerships/plans put in place with individual countries which all aim to stimulate jobs and growth, support connectivity and the green and digital transition through (increased) investments in our partner countries.

Legal disclaimer

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Functions and duties

+ POLICY IMPLEMENTATION

- *Contribute to the preparation and negotiation of guarantee agreements with financial institutions benefiting from EU support.*
- *Contribute to the management of blended finance and guarantee instruments financed from the EU budget.*
- *Contribute to the evaluation of the investment proposals submitted by the development banks in close consultation with the thematic and geographic services. Verify the eligibility of the proposed actions and their conformity with the sectoral and strategic priorities of the Commission.*
- *Contribute to the drafting of briefings and policy papers on the use of development finance and EU financial instruments in support of strategic investments.*
- *Contribute to NEAR work on private sector engagement and pipeline development by European and International Financial Institutions.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the contracting of the ESDF+ Guarantee Agreements (i.e. drafting, negotiating and signing individual Guarantee Agreements with counterparts).*
- *Coordinate the preparation of workshops and meetings.*
- *Contribute to monitoring and reporting (monitoring and impact assessment of projects; collecting and providing information for reporting and communication purposes; reporting related to blending facilities/platforms and implementation of guarantees).*

+ TECHNICAL ANALYSIS and ADVICE

- *Design, formulate and promote the use of financial instruments in cooperation with the various internal and external interlocutors and stakeholders.*
- *Formulate the general framework and modalities for the implementation of EU financial instruments (blended finance and budgetary guarantees) in line with EU policies, as set out in the Global Europe Regulation, strategy papers and other programming documents.*
- *Contribute to the preparation of methodological tools for the development, management and monitoring of projects (manuals, guides, templates,...) and the development of training modules.*
- *Organise and coordinate events, panels and conferences.*
- *Attend/perform missions and outreach events in the DG NEAR regions.*

Job requirements

Experience"

+ FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

Job-Related experience: at least 5 years

Qualifier: essential

The job requires a highly qualified professional with a background in development and/or project/structured finance, economics, and/or business finance, risk assessing, rating, pricing.

Experience in assessing and implementing projects in developing and emerging markets would be an advantage. A combination of quantitative skills, political understanding of NEAR regions, ability to communicate with a range of public and private actors involved in the implementation of the EIPs, Global Gateway and strategic priorities of DG NEAR and understanding of the EFSD+ policy objectives is essential. Experience in one or more of the areas listed: - Experience in work with developing countries, - Field experience or in delegation, - Diversified experience (Public / private sector, EU / developing countries), - Areas: economy, finance, business administration/management, law, political sciences.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

Knowledge

- *FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING*
FINANCIAL INSTITUTIONS and INSTRUMENTS
Financial instruments
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
Public procurement and financial subsidies
- *AUDIT, CONTROL and INSPECTION*
- *EVALUATION and QUALITY MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
PROJECT MANAGEMENT
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Office administration
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
HORIZONTAL COORDINATION
Strategic Planning and Programming (SPP)
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS

Competences

- *Communicating*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Working with Others*
Ability to work in a team

Job Environment

Organisational entity

Presentation of the entity:

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: