



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version375393 in *NEAR.DGA2.01*
Valid from10/05/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - EU Trust Fund for Africa – North of Africa window

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To contribute to the activities of the EU Trust Fund for Africa – North of Africa window (EUTF NoA), in analysing good practices put in place by the North of Africa window, in contributing to exchanges with colleagues managing other similar instruments, mechanisms and programmes. Capitalise and share lessons learnt.

Legal disclaimer

Functions and duties

+ POLICY ANALYSIS

- *Provide input to and coordinate the DG's input for briefings, speeches, lines to take, reports, press materials and interviews, replies to parliamentary questions, citizens' requests, inter-service consultations.*
- *Lead on the inter-service consultations in the area of its responsibility and provide input and perform quality check of programmes and projects.*
- *Identify best practices and lessons learnt from EUTF NoA programmes and tools. Exchange on best practices with colleagues working on similar instruments. Consolidate best practices in particular through intensive contacts with line DGs (HOME, DEVCO, ECHO), the EEAS, relevant EU agencies (EASO, FRONTEX and, whenever relevant, FRA and EUROPOL) and introduce these practices into NDICI funded programmes.*
- *Consolidate best practices in particular through intensive contacts with line DGs (HOME, DEVCO, ECHO), the EEAS, relevant EU agencies (EASO, FRONTEX and, whenever relevant, FRA and EUROPOL) and inform NEAR colleagues (HQ and Delegations) on relevant developments.*
- *Analyse and monitor – in cooperation with geographical teams – the policy reform developments in partner countries including at regional level in the relevant areas, notably where assistance is provided through sector budget support.*
- *Participate in policy discussions (sub committees, special groups, peer reviews, etc.) and in relevant conferences in full consultation with relevant geographic directorates and units.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.*
- *Contribute to the evaluation, external monitoring and audit of EUTF funded projects and programmes in close cooperation with the relevant EU Delegation and to ensure that recommendations are followed-up.*
- *Work on the whole programme management cycle from design to closure of contracts including formulation and contracting/procurement.*
- *Act as backstopping office. Such support may also, when required, be mobilised to : participate in programming/peer-review missions, participate in the quality review process, participate in the disbursement review process for budget support operations, participate in reference groups for strategic evaluations.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Participate in the relevant inter-service groups and report back as required.*
- *Participate in sector specific meetings with other EU institutions, in particular the Council and the European Parliament and other relevant fora and conferences, ensuring appropriate reporting.*

+ COMMUNICATION and PUBLICATION

- *Establish and maintain a network of colleagues inside the DG and in NEAR Delegations on similar issues.*
- *Establish and maintain contacts with line DGs working on similar issues, in particular DGs INTPA, HOME and ECHO, with the EEAS and with relevant external stakeholders.*
- *Provide input and support for training and workshops.*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Provide input to the communication unit on communication initiatives, including information materials, web news, social media posts, thematic press trips, etc.*

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the Head of Unit and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filling of these documents.

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: essential

Previous experience of working in an EU delegation, in a fragile or post-conflict situation and with UN organisations, donors and NGOs is desirable.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

3 years' experience of policy support and/or project design and management in a developing country is essential as well as experience in EU procedures.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 BUDGET and FINANCE
 Financial regulation and procedures
 Cooperation and development aid - financial aspects
 PROCUREMENT and CONTRACT MANAGEMENT
 CONTRACT MANAGEMENT
- **POLICY**
 POLICY IMPLEMENTATION
 Rules and procedures concerning the implementation of EU policies
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 IT tools for **FINANCE, BUDGET and CONTRACTS and ACCOUNTING**
 ABAC Contracts
 IT tools for **OFFICE AUTOMATION**
 Excel
 Outlook
 IT tools for **ENLARGEMENT**
- **INTERNATIONAL RELATIONS (generic)**
 EU NEIGHBOURHOOD
 European Neighbourhood Policy
 EXTERNAL RELATIONS
 INTERNATIONAL COOPERATION and DEVELOPMENT
 Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to communicate in meetings
Drafting skills
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
- *Leadership*
Ability to create enthusiasm and passion
Capacity to plan and manage resources

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: