



EUROPEAN COMMISSION

Job Description Form

Job description version8 (*Active*)
Job description version275693 in *NEAR.A.3*
Valid from16/10/2017until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Support the desing and implementation of the NIF blending mechanism and facilitate relations with IFIs, under the supervision an official.

Legal disclaimer

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

Functions and duties

+ DG- or SERVICE-INTERNAL MANAGEMENT and COORDINATION - .

- Provide information on International Financial Institutions and blending assistance (NIF-) related matters in cooperation with unit staff as well as with other units of DG NEAR, other services of the Commission and the EU Delegations;
- Contribute to the coordination, consultation and communication regarding IFIs and the NIF at unit, Directorate and Directorate-General level;
- Coordinate and prepare responses to Inter-service consultations related to the NIF/EIP.

+ POLICY COORDINATION - Assistance in the co-ordination of policy activities

- Lead the coordination of briefings regarding International Financial Institutions and the EIP;
- Provide assistance to prepare replies to International Financial Institutions and the EIP;
- Participate in EIP working groups and other related meetings;
- Participate in EIP-related meetings.

+ INFORMATION and DOCUMENT MANAGEMENT - Document management (Staff level)

- Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).
- Provide the files and documents needed for current work.
- Apply the rules for document management and archives.
- Arrange files and records.
- Receive, maintain, locate, access documents and records.

Job requirements

Experience"

Job-Related experience: at least 2 years

Qualifier: essential

Knowledge and experience in the EU external assistance.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

Knowledge

- *LAW*
LEGISLATIVE WORK
Contractual legislation
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
Projects and programmes
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
CRIS (Common Relex Information System) Saisie Budget
IT tools for OFFICE AUTOMATION
Excel
MS Office applications
Outlook
Powerpoint
Word
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
IT tools for EXTERNAL RELATIONS
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
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*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team

Job Environment	
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Organisational entity	
Type:	Unit
Size:	16 to 25 people
Gender balance (within the entity):	balanced team
Comments:	
Presentation of the entity:	

The mission of Directorate A is to ensure that the policy-related activities of DG NEAR are formulated and implemented in a coherent and evidence-based manner; to ensure appropriate communication of policy-related information to internal and external stakeholders; and to organise and co-ordinate inter-service and inter-institutional relations. The mission of Directorate A also includes developing and maintaining the legal framework and strategy for financial assistance, and to foster consistent, efficient and effective use of pre-accession and European neighbourhood funds. Directorate A is AOSD for commitments and payments. The Directorate A is responsible for three centres of thematic expertise: Rule of law/fundamental rights and Democracy; Economic governance, competitiveness, private sector development, social inclusion, trade and trade related matters; Public administration reform, Good governance and PFM.

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 A3

Job description type: Programme Assistant – Blending Team

Contract Agent Function Group III - Sysper 275693

We are

The mission of Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. This includes providing assistance to the countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth.

In this context, Unit A3 provides thematic support in the areas of economic development and public administration reform, as well as steering the use of financial instruments and the relations with International Financial Institutions (IFIs). In this way, we contribute to the quality of programming and implementation of financial cooperation with candidate and neighbouring countries. The unit also represents DG NEAR's position on blending in external cooperation and works closely with the External Investment Plan Secretariat.

The unit currently employs 30 staff.

We propose

- A dynamic and friendly working environment in a team which focuses on IFI coordination, financial instruments, blending and budgetary guarantees;
- an interesting job assisting in the management of the Secretariat of the Neighbourhood Investment Platform (NIP), which is at the forefront of the design of blending strategies for external action under the External Investment Plan;

The responsibilities include:

- Ensuring global coordination with International Financial Institutions on financial assistance for the regions covered by DG NEAR;
- Coordinating the use of blending and financial instruments across DG NEAR;
- Coordinating and representing DG NEAR's position in the EU platform for blending in external cooperation (EUBEC);
- Contributing to the design and use of innovative financial instruments related to the European Neighbourhood Instrument (ENI), and to the European Investment Plan (EIP);
- Managing the Secretariat of the Neighbourhood Investment Platform - preparation of meetings of the NIP governance structure including the NIP Operational Boards;
- Contributing to the strategic programming, coordination, implementation and monitoring of NIP funds, which are co-financing investment projects with International Financial Institutions.
- Screening and assessing blending projects presented for financing to the NIP/EIP, in cooperation with geographic and thematic services, EU Delegations and other competent services.
- Ensuring training on blending and financial instruments across DG NEAR.

We look for

The successful candidate will have the following personal skills:

- ✓ Excellent oral and written English. Good command of French will be an asset.
- ✓ Very good capacity to organise and structure his / her own work.
- ✓ Strong analytical skills and very good ability to synthesise, with a view to solving complex problems on the basis of sound judgement.
- ✓ Capacity to extract and prepare information, often within short deadlines;
- ✓ Ability to cooperate with and coordinate across Commission DGs, the EEAS and outside partners;
- ✓ Good inter-personal and communication skills, sense of initiative and capacity to work both individually and as a member of a team;
- ✓ Knowledge of the EU and its institutions;
- ✓ Literacy in computer tools required, very good knowledge of Excel and/or PowerPoint and knowledge of CRIS and Ares would be an asset.

The following working experience would be an asset:

- ✓ Experience with EU blending and financial instruments;
- ✓ Experience in assessing and implementing projects in EU external actions, in particular with Financial Institutions;
- ✓ Experience with DG NEAR beneficiary countries;
- ✓ Experience in Commission services (external relations) and/or an International Finance Institutions including work in EU Delegations;

FG III contract agents in the Commission, candidates from an FG III EPSO CAST or candidates at least registered as FG III in the EPSO database may apply.

Interested candidates should send their CVs & a short letter of motivation to the following mailbox: NEAR-A3@ec.europa.eu

Deadline for application: **Minimum 10 working days from publication**