



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version435464 in NEAR.A.5.001
Valid from06/03/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Investment Officer

Domains

Generic domain

FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

Intermediate domain

Specific domain

EXTERNAL RELATIONS

Sensitive job

No

Overall purpose

The overall purpose is to ensure the management of the External Action Guarantee under the European Fund for Sustainable Development Plus (EFSD+) for guarantees signed by DG NEAR with International Financial Institutions (such as the EIB, EBRD, IFC, KfW, AFD). The tasks include establishing an overview of all guarantees signed and monitor their progress in terms of concrete investments made, leverage achieved, targets met. The post also entails the focal point for the EBRD in close cooperation with ECFIN.

Legal disclaimer

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Establish an overview of guarantees signed and assess operational and financial reports to measure progress achieved in terms of concrete investments, leverage achieved and targets met.
- Contribute to the assessment and negotiation of individual guarantee proposals in support of the lead negotiators, as necessary.
- Contribute to the organization of meetings of the EFSD+ governance bodies (Technical Assessment Meetings, Strategic and Operational Boards).
- Contribute to the preparation and drafting of Financing Decisions and Authorisation Decisions which are specific to Guarantees.
- Update and safekeep guidelines and relevant documents necessary for the processing of guarantees through the financial circuits (checklists, ARES circuits etc).

+ TECHNICAL ANALYSIS and ADVICE

- Design, formulate and promote the use of financial instruments in cooperation with the various internal and external interlocutors and stakeholders.
- Prepare and provide necessary overview data and training material on the subject of budgetary guarantees, including powerpoint slides and other means of visuals and presentations.
- Draft briefings and speeches.
- Organise and coordinate events, panels and conferences
- Attend/perform missions and outreach events in the DG NEAR region

+ INFORMATION and DOCUMENT MANAGEMENT

- Safekeep documents and uphold a filing system for all relevant documents in line with the document management policy of the unit and the DG.

Job requirements

Experience"

+ FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

Job-Related experience: at least 3 years

Qualifier: an advantage

The job requires a highly qualified professional with a background in development and/or project/structured finance, economics, and/or business finance. Experience in assessing and implementing projects in developing and emerging markets would be an advantage. A combination of quantitative skills, ability to communicate with a range of public and private actors involved in the implementation of the EFSD+ and its policy objectives is a clear asset.

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. A Masters degree in the field of economics, finance, law or similar is an advantage.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: an advantage

Languages

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

Knowledge

- *FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING*
FINANCIAL INSTITUTIONS and INSTRUMENTS
Financial instruments
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
PROJECT MANAGEMENT
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS

Competences

- *Communicating*
- *Delivering Quality and Results*
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Working with Others*

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: