

Vacancy notice – NEAR A3

Job description type: Programme Assistant in the Centre of Thematic Expertise on Economic Governance

Contract Agent Function Group III - Sysper 224534

We are

The Thematic Support, Economic governance & IFIs, Public Administration Reform Unit sits within the Directorate for Strategy and Turkey and develops the DG's strategy and policy within these three thematic areas and provides thematic expertise within DG NEAR. The unit is also the focal point for gender equality issues. The unit currently employs 30 staff.

We look for

We are looking for a colleague to work in the Centre of Thematic Expertise on Economic Governance, which currently has seven members. Under the supervision of an official, s/he would mainly contribute to the Economic Reform Programme exercise in the enlargement region and programme management of several regional financial assistance programmes mainly under the Instrument for Pre-Accession (IPA). S/he would also contribute to the thematic support provided within DG NEAR in the area of macroeconomics, structural reforms/competitiveness, investment and innovation. This work would cover both the European Neighbourhood Policy (South and East) and the Enlargement Policy.

S/he should have a sound understanding of macroeconomics and relevant professional experience of performing macroeconomic analysis. Excellent drafting skills in English is a requirement. Excellent interpersonal skills and relevant professional experience of working in a team are also requirements. Experience in policy analysis and policy design would be a strong asset, as would professional experience with DG NEAR/DG ELARG/DG DEVCO or EU Delegations, including contract management within IPA or the European Neighbourhood Instrument (ENI).

We propose

- A dynamic and challenging international working environment
- A chance to contribute to the development of the EU's external relations
- A varied job carried out in cooperation with a wide range of partners inside and outside the EU
- A full set of learning and training opportunities targeted to the needs of the job

Candidates should possess at least 3 years of relevant professional experience, ideally part of it in the European Commission. The main working language of the Unit is English. A good working knowledge of French would be a strong asset.

Only FG III contract agents already working in the Commission and candidates holding a valid FG III EPSO CAST may apply. Relevant experience will be an advantage.

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

Deadline for application: 14 March 2018



EUROPEAN COMMISSION

Job Description Form

Job description version 13 (*Approved*)
Job no. 224534 in NEAR.A.3
Valid from 03/04/2018 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - Economic Governance

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

Job Family

Programmes and Projects

Sensitive job

No

Overall purpose

Under the supervision of an official, to contribute to the work of DG NEAR in the area of macroeconomics, structural reforms and competitiveness. Contribute to the coordination of the assessment of the annual Economic Reform Programmes (ERPs) in the enlargement region. Contribute to the management of contracts with relevant partners.

Functions and duties

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- *Contribute to sector analysis and other thematic analyses.*
- *Contribute to definition of sector strategies in cooperation with the geographical units and EU Delegations.*
- *Contribute to the policy dialogue with the partner countries, donors and other relevant stakeholders in all area of relevance.*

+ POLICY COORDINATION - Policy coordination

- *Continuous monitoring of the countries' progress; provide policy advice on Economic Governance. Maintain regular working contacts with the Commission Delegations in the enlargement and neighbourhood countries.*
- *Help ensure that key policy objectives of enlargement and neighbourhood policies related to Economic governance are reflected in the use of IPA and ENI funds.*

+ PROCUREMENT and CONTRACT MANAGEMENT - Assist the project Cycle management

- *Assist in management of contracts and grants as Operational Initiator: prepare terms of reference. Participate in selection processes.*
- *Ensure that the assistance activities within the assignment are implemented in accordance with the principles of effectiveness, efficiency and economy.*
- *Provide technical and financial supervision of programme implementation and monitor the project conditions.*
- *Give guidance to programme management and co-ordination structures.*
- *Seek to maintain coherence of assistance activities under multi-beneficiary programmes on the one hand and activities under the national assistance programmes on the other.*

+ EXTERNAL RELATIONS - External relations

- *Ensure good and effective contacts with all relevant stakeholders, including national authorities and institutions, as well as relevant Commission Directorates General.*
- *Give assistance to Commission representatives in relevant donor and other stakeholder meetings (e.g. IOs and IFIs, including OECD, World Bank, IMF, UN etc.) NGOs and other local non-state actors.*
- *Provide information on best practices and lessons learnt on approaches and methodologies regarding public administration reform.*
- *Facilitate and contribute to steering of seminars, workshops and other stakeholder meetings on specific subjects relevant for public administration reform.*
- *Contribute to the organisation of network meetings within DG NEAR.*

+ INFORMATION and DOCUMENT MANAGEMENT - Information and document management

- *Correctly apply the Commission's document management rules to the documents for which the job holder is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.*

Job requirements

Experience

+ MACROECONOMICS

Job-Related experience: at least 3 years

Qualifier: essential

Experience in policy analysis and policy design would be a strong asset Professional experience with DG NEAR/DG ELARG/DG DEVCO or EU Delegations, including contract management within IPA or the European Neighbourhood Instrument (ENI), would be a strong asset

Languages

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

Knowledge

- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
 - *EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
 - *EU institutions and their working methods*
- *EXTERNAL RELATIONS*
 - *EU External Assistance instruments*
 - *PRE-ACCESSION and ENLARGEMENT*
 - *Accession/pre-accession programmes*
 - *Pre-accession and financial instruments*
 - *EU NEIGHBOURHOOD*
 - *European Neighbourhood Policy*
 - *EXTERNAL COOPERATION and DEVELOPMENT*
 - *AID COOPERATION*
 - *Project / process management in the cooperation field*

Competences

- *Communicating*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Negotiation skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Quality & process management abilities*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Knowledge sharing*

Job Environment

Organisational entity

Type:	Unit
Size:	16 to 25 people
Gender balance (within the entity):	predominance of men

Comments:

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Presentation of the entity:

Job related issues

Atypical working hours

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: