



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version229915 in *NEAR.B.2*
Valid from01/04/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - Regional Programmes Neighbourhood South in the field of private sector development and access to finance

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

The contract agent III position will, under the supervision of an official, contribute to programming, management, monitoring and evaluation of regional programmes in the field of private sector development and access to finance as well as on regional blending facilities.

Legal disclaimer

Functions and duties

+ ANALYSIS and ADVICE

- *Contribute to sector analysis and to the programming, identification and appraisal of activities, in close cooperation with EU Delegations and other Commission services (in particular DG INTPA, DG GROW, ...) as well as EEAS*
- *Prepare feasibility studies, the terms of reference regarding identification, formulation and evaluation of private sector development programmes. In collaboration with EU delegations, ensure the implementation of regional programmes and support sectoral approaches if applicable*
- *Coordination with the geographical and political units in order to improve the quality of the programmes financed.*
- *Take part in the programming meetings with the EEAS, INTPA and relevant line DGs (e.g. DG GROW) and other stakeholders. Attend co-ordination meetings; write technical notes and comments on reports and strategic documents.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Manage NDICI-funded regional projects in close coordination with projects carried out at country level and/or financed through other budgetary instruments (in particular on through blending and the EFSD+ guarantee...).*
- *Organize and participate in project steering committees.*
- *Monitor costs, time scales and resources used, and take action where these deviate from agreed tolerances. Carry out quality controls, risk analysis and review of deliverables.*
- *Assess the results and impacts of the programme and the projects and provide feedback for improvement.*
- *Follow-up Result Oriented Monitoring and evaluations.*
- *Management of contracts under the authority of the head of section; Operational initiator of the contracts in Commission Common Relex Information System (CRIS) – OPSYS and MIS.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Management of contracts under the authority of the head of section.*
- *Operational initiator of the contracts in Commission Common Relex Information System (CRIS) – OPSYS and MIS.*

+ HORIZONTAL COORDINATION

- *Contribute to inter-service consultations to secure coherence with ENP.*
- *Contribute to briefings when requested.*
- *Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, civil society, etc.*
- *Participate in donor assistance group meetings and in relevant Union for the Mediterranean (UfM) dialogue fora.*
- *Ensure close coordination and complementarity of regional actions with bilateral and other EU cooperation in the field of competence.*
- *Contribute to meetings*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Document Management: Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible; Ensure in particular the correct registration and filing of these documents.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:an advantage

Knowledge of and experience with EU financial instruments and project management is an advantage.

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 2 years

Qualifier:essential

Experience in the field of human and social development is essential. Experience with Neighbourhood and Enlargement is an advantage. Knowledge of key partners and multilateral institutions in the area of human and social development is an advantage.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial regulation and procedures
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
Administration
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution
- *REPRESENTATION and NEGOTIATION*
DIPLOMACY and NEGOTIATION
Negotiation techniques
- *INTERNATIONAL RELATIONS (generic)*
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*
Ability to chair meetings
Ability to communicate in meetings
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
- *Working with Others*
Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

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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: