EUROPEAN COMMISSION

Job Description Form

Job description version1 *(Active)*
Job description version*437663* in *NEAR.C.1.DEL.Georgia.002*
Valid from01/01/2024until

Job Holder

Name

Job Profile

Position

    CONTRACT AGENT FGIV

Job title

    Programme Officer - Enlargement, integration facilities, institution building

Domains

    Generic domain
        EU NEIGHBOURHOOD
    Intermediate domain
    Specific domain

Sensitive job

    No

Overall purpose

    Under the overall coordination of the Head of Cooperation and the Deputy, as well as under direct coordination of the AD Policy Officer, in strong collaboration with HQ and PPI section, to contribute to enlargement reporting (internally and externally), in the context of the EU candidate country status, including on the communication aspects when needed (in support of the communication team). S/he will also implement and coordinate the integration facilities and the institution building instruments. To contribute to the analysis and reporting of Georgia's reforms progress and programmes in all relevant fields, particularly those linked to Georgia's European integration.

Functions and duties

+ BUSINESS MANAGEMENT and PLANNING

- *Support and deputise for the AD Policy Officer in her / his activities related to enlargement reporting and communication.*
- *Help plan and manage the activities of the team.*
- *Coordinate, where appropriate, with other team in COOP and other sections in the EU Delegation and represent COOP section at internal meetings.*
- *Report to the AD Policy Officer, Head and Deputy Head of Cooperation, the Head of Delegation, and the relevant services of HQ.*

+ POLICY DEVELOPMENT

- *Contribute to coordinating the reporting on the Enlargement Package Reports as well as in the context of the Association Agreement.*
- *Contribute to sector analysis and to the definition of sector strategies, e.g. MIP and AAPs.*
- *Contribute and report on Georgia's progress in the relevant policy areas, in particular for Georgia's European integration path on sectorial issues, in cooperation with the PPI Section and under the supervision of the AD Policy Officer.*
- *Provide input for briefings, speeches, reports, lines to take, press/communication materials, replies to parliamentary questions, inter-service consultations in areas of his/her competence.*
- *Participate in the coordination of activities with external organisations in order to ensure the success of the projects and the implementation of the programmes.*
- *Support policy dialogue with all relevant authorities, agencies, donors and other stakeholders.*

+ PROJECT MANAGEMENT

- *Contribute to the programming and identification of programmes in close cooperation with the beneficiary institution(s).*
- *Assist in launching, managing and monitoring calls for proposals/ tenders, evaluation and selection of projects*
- *Manage technical and financial aspects of contracts linked to the preparation and implementation of relevant projects, such as the Association Agreement Facility, the European Integration Facility, the Technical Cooperation Facility and others.*
- *Coordinate the institution building instruments (Twinning, Taiex).*
- *Ensure the follow-up of projects implementation, the performance of project managers and partners, monitoring contractual obligations (via periodic reviews, audits, reporting and assistance, etc.), gathering and handling external expertise, and propose action if and when needed. Back-up of the Team Leaders and members of the team, as needed. Deal with horizontal activities, concentration and networking aspects of the programme and its projects.*
- *Encode entries in OPSYS/CRIS accurately and comprehensively and/or conduct the quality checks (e.g. accuracy and comprehensiveness) of data entered in OPSYS/CRIS and give the "operational visa" on any document where required, including as an operational verifier (RESPOPE).*

+ EVALUATION and QUALITY MANAGEMENT

- *Assess the pertinence of Commission strategy, and need for further intervention*
- *Analyse and assess the results and impact of the programme and its projects, provide feedback, make suggestions for modifications*

+ _EXTERNAL COMMUNICATION (general)_

- *Extract and disseminate best practices and present the programme/projects and their results at workshops, seminars, conferences and other public events.*
- *Facilitate exchange of experiences.*
- *Contribute to the production of publications and success stories.*
- *Contribute to the development of information and communication strategy of the Delegation in order to increase the visibility of EU assistance and policies, together with the communication team, and under the coordination of the AD Policy Officer and the HoC and deputy.*

+ _INTER-SERVICE COORDINATION and CONSULTATION_

- *Internal coordination and sectorial reporting to Headquarters Participate in the coordination of activities with Commission services.*

Job requirements

Experience"

+ _BUDGET, FINANCE, CONTRACTS and ACCOUNTING_
Job-Related experience:at least 5 years
Qualifier:essential
Includes minimum 3 years experience as Operational Initiator (GESTOPE) as part of EU financial circuits

+ _EXTERNAL RELATIONS_
Job-Related experience:at least 3 years
Qualifier:an advantage
Professional experience in management of EU-funded actions in Neighbourhood or pre-accession and enlargement countries

+ _EU NEIGHBOURHOOD_
Job-Related experience:at least 5 years
Qualifier:an advantage
Involvement in enlargement reporting will be regarded as an asset.

+ _PROGRAM / PROCESS / PROJECT MANAGEMENT_
Job-Related experience:at least 3 years
Qualifier:an advantage
Professional experience in the preparation, design and follow up of programmes and projects, including on communication, will be regarded as an asset.

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
  PROJECT MANAGEMENT
    Project monitoring methods and techniques
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
  EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS

Competences

- *Analysing and Problem Solving*
    - *Ability to conceptualise problems, identify and implement solutions*
    - *Capacity to analyse and structure information*
- *Communicating*
- *Delivering Quality and Results*
- *Learning and Development*
- *Prioritising and Organising*
- *Resilience*
- *Working with Others*

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

[X] 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: