

## Vacancy notice

Job description type: **Programme Assistant for European Integration, in Unit D5 - Contract Agent - Function Group III** (Post 285810 available from 1/06/2018)

### We are

The Western Balkans Regional Cooperation and Programmes Unit of DG NEAR develops DG NEAR's policy on regional cooperation and is responsible for setting priorities and implementing IPA multi-country programmes in the enlargement.

The Unit has a total of 32 staff, and has 4 Sections. In addition, it contains a Centre for Thematic Expertise.

### We look for

A dynamic colleague with experience of EU projects, programmes and contracting, preferably those of the Instrument for Pre-Accession (IPA II). This experience should include the whole programme and project cycle. Experience of EU agencies would be an asset. The selected candidate will be expected to manage a substantial portfolio of projects and contracts, including supervising the substance and implementation of those projects.

Previous working experience in Commission services (external relations) would be an asset.

Candidates should possess at least 3 years of relevant professional experience

### We propose

- A dynamic and challenging working environment
- A varied job carried out in cooperation with a wide range of partners inside/outside the EU
- The chance to be a part of a new team
- A full set of learning and training opportunities targeted to the needs of the job

**Only FG III & FG IV contract agents in the Commission, candidates from the FG III & IV EPSO CAST valid reserve list (holding a valid CAST / CAST P) may apply.**

Interested candidates should send their CVs & a short letter of motivation (max. 1 page) to the following mailbox: **NEAR-D5@ec.europa.eu**

**Deadline for application: 16/03/2018**



## EUROPEAN COMMISSION

### Job Description Form

Job description version7 (*Approved*)

Job no.285810 in *NEAR.D.5.004*

Valid from 02/06/2018 until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Programme Assistant - European Integration

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

REGIONAL POLICY (EU/national level)

**Job Family**

Programmes and Projects

**Sensitive job**

No

**Overall purpose**

Visibility. Regional Cooperation and Political Criteria

## Functions and duties

### + BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Financial support notably for EU Integration and Regional Cooperation Council

- Assist the section with the formal aspects of the preparation of call for proposals / tender dossiers.
- Ensure the respect of the Financial Regulation and the compliance with the applicable rules in the operations.
- Create commitments.
- Ensure that payments requests are financially and procedurally correct, that is, in conformity with the contract and the regulations.

### + SPECIFIC PROJECT/PROCESS MANAGEMENT - Project management assistance

- Ensure the follow-up of project implementation, the performance of project managers and partners; monitoring contractual obligations (via periodic reviews, audits, reporting and assistance, etc.).
- Gathering and handling external expertise concerning the above.
- Deal with horizontal activities, concentration and networking aspects of the programme and its projects.
- Analysis and evaluation of the required reporting documents and deliverables of projects
- Guidance provided to contractors concerning project management

### + PROCUREMENT and CONTRACT MANAGEMENT - Contract Management Assistance

- Follow-up of the financial aspects of contracts: analyse and check cost statements assessment of the eligibility of costs claimed by contractors, calculation of the amount to pay for the next period, assistance to contractors on financial matters related to project implementation.
- Support in the contract management and follow-up: registering and follow-up of general correspondence with contractors; updating and maintenance of project files
- Support in the encoding of output data in CRIS and/or ABAC
- Support in the preparation and follow-up of audits (internal and Court of Auditors)

## Job requirements

### Experience

Job-Related experience: at least 1 year  
Qualifier: essential

### Languages

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

## Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
  - BUDGET and FINANCE**
    - FINANCIAL and BUDGETARY MANAGEMENT
    - Budgetary rules and procedures
    - Financial regulation and procedures
    - Budget monitoring and reporting
  - PROCUREMENT and CONTRACT MANAGEMENT**
    - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
    - CONTRACT MANAGEMENT**
      - Rules and procedures relating to the preparation of contracts
      - Contract monitoring
  - ACCOUNTING**
    - Analysis of invoices and cost statements
- **AUDIT, CONTROL and INSPECTION**
  - INTERNAL AUDIT**
    - Internal audit process
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
  - SPECIFIC PROJECT/PROCESS MANAGEMENT**
    - PROJECT MANAGEMENT**
- **(APPLIED) COMPUTER SCIENCE**
  - IT INFRASTRUCTURE DEVELOPMENT**

## Competences

- **Communicating**
  - Ability to understand and be understood
- **Delivering Quality and Results**
  - Ability to identify user's needs
  - Eye for detail / Accuracy
- **Prioritising and Organising**
  - Capacity to deliver in a structured way
  - Planning capacity
  - Coordination skills
- **Resilience**
  - Perseverance
- **Working with Others**
  - Knowledge sharing
  - Sociability skills

## Job Environment

### Organisational entity

Type: Unit

Size: more than 25

Gender balance (within the entity):

Comments:

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:*