



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste1 (*Active*)
Version descriptive du poste453646 dans *NEAR.D.2.DEL.Montenegro.002*
Valable à partir de01/07/2024jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Gestionnaire des politiques - EU integration - Growth Plan

Domaines

Primaire

PRÉ-ADHÉSION et ÉLARGISSEMENT

Intermédiaire

Secondaire

Poste sensible

Non

Finalité générale

Under the supervision of an official, to ensure an effective and efficient support related to the implementation, monitoring and reporting on the EU Growth Plan for the Western Balkans (Montenegro), in particular in relation to economic integration with the European Union's Single Market, economic integration within the Western Balkans through the Common Regional Market and accelerating accession. Ensure support to related reforms foreseen under the Reform Agenda under the Reform and Growth Facility, and to monitor and report on these areas in Montenegro's EU membership preparation.

Fonctions & responsabilités

+ ANALYSE des POLITIQUES

- Carry out the following duties under the supervision of an official
- Contribute to sector analysis and provide input for the implementation, monitoring and reporting on the Growth Plan for the Western Balkans for Montenegro, in particular in relation to pillars 1 and 2, removing obstacles to growth and investments, as well as related reforms foreseen under the Montenegro Reform Agenda, and to monitor and report on these areas in Montenegro's EU membership preparation.
- Contribute to sector analysis and provide inputs to strategic documents and reports he EU accession process and (Annual Report, Stabilisation and Association Agreement sub-committees) and any other analysis and assessment of the sectors.
- Contribute to the programming of Growth Plan related actions and to programming of activities under the Instrument for Pre-accession Assistance, in close cooperation with the beneficiary institution(s) in Montenegro, if and when such programmes are decided in the

+ COORDINATION des POLITIQUES

- Coordination of work under the Reform Agenda with the Commission and with Montenegrin authorities, including on assessment and preparation of disbursements
- Contribute to coordination of all related and EU integration reports
- Support policy dialogue with all relevant ministries, agencies, donors and other stakeholders in the relevant policy areas
- Liaising with and advising the national authorities on effective programming of EU support

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- Initiate and process, in cooperation with the Financial, Contract and Audit Section, all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing contract file)
- Encode contracts and give "operational visa" (GESTOPE) on documents where required
- Monitor ongoing projects, attend management and monitoring meetings, carry out field visits, elaborate progress reports on projects and propose action if and when needed
- Provide "Certified correct" for payments
- Proactively managing sectoral programmes under indirect management, keeping Delegation management informed
- Undertaking ex-ante controls and follow-up with CFCU

+ COMMUNICATION EXTERNE (général)

- Contribute to production and dissemination of the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EC activities in Montenegro
- Contribute to dissemination of best practices and facilitate exchange of experiences
- Writing briefings and speeches, and contribute to the production of publications
- Maintain contacts and ensure coordination with multilateral and bilateral donors active in Montenegro
- Maintain good and effective contacts with national authorities, diplomatic missions of EU Member States, civil society organisations and other local stakeholders

+ COMMUNICATION INTERNE (général)

- Within the framework of the Staff Regulation, carry out tasks linked to the job description as instructed by his/her superior(s)

Exigences du poste

Expérience

+ RECHERCHE, DÉVELOPPEMENT et INNOVATION

Expérience relative au poste: au moins 3 ans

Degré: essentiel

Formal education which corresponds to completed university studies of at least three years' duration attested by a diploma preferably in one of the following domains: Economics, International relations, Legal studies, Political sciences or other relevant domain for the post.

+ MARCHÉ INTÉRIEUR/UNIQUE de l'UE

Expérience relative au poste: au moins 3 ans

Degré: un avantage

Professional experience (at least 3 years) in one or more of the following areas: international, national or regional economic development policies and programmes, trade facilitation and investment promotion/eliminating obstacles for trade and investments, research and innovation

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

Expérience relative au poste: moins d'un an

Degré: essentiel

Knowledge of and proven performance in programme and project management, contracting and contract management, procurement, and use of the relevant IT tools is essential

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C1	C1	C1	C1	C1

Connaissances

- *ÉCONOMIE*
- *BUDGET, FINANCES, CONTRATS et COMPTABILITÉ*
- *RELATIONS INTERNATIONALES (générique)*
VOISINAGE de l'UE
Politique européenne de voisinage

Compétences

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

- Heures de travail atypiques
- Poste spécialisé

Missions

- Fréquentes, c'-à-d. 2 ou plus de missions / mois
- Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

- Environnement bruyant
- Effort physique / manutention
- Travail avec des produits chimiques / biologiques
- Aire de radioprotection
- Utilisation de matériel de protection individuelle
- Autres

Commentaires:

Autre

Commentaires: