



EUROPEAN COMMISSION

Job Description Form

Job description version12 (*Active*)
Job description version299945 in *NEAR.B.3*
Valid from04/11/2024until

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Contribute to the definition, formulation, implementation, monitoring and reporting of EU cooperation with NDICI-Global Europe Southern Neighbourhood partner countries, in particular Tunisia

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ POLICY ANALYSIS

- *Contribute to policy analysis and implementation related to EU cooperation in partner countries, in particular Tunisia*
- *Contribute to the preparation of the mid-term review of the multi-annual programming documents in cooperation with the Delegation and other Commission services*
- *Contribute to the programming documents with different stakeholders.*
- *Ensure coherence with annual and multi-annual programming of the relevant line of the budget.*
- *Prepare briefings and contribute to reports.*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Coordination and overview of NDICI-funded initiatives relevant to the Officer's portfolio.*
- *Contribute to tasks involving several services of the DG and other Commission's DGs.*
- *Participate in thematic networks in the DG and with the relevant line DGs.*
- *Contribute to representing the Commission and/or assisting the Head of Sector/Head of Unit representing the Commission with the informal working groups of the Council and with delegations/committees of the European Parliament.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the planning of action programmes and project identification in line with the programming documents. Ensure coordination with stakeholders: beneficiary countries, Member States, international organisations, economic operators, civil society, etc*
- *Contribute to preparation, launching and follow-up of EC financing decisions, in particular for Tunisia.*
- *Ensure preparation / quality control, implementation, monitoring, evaluation and reporting of Commission programmes or proposals for financing, including under EFSD+, in collaboration with the programme managers and relevant Units in Headquarters.*
- *Ensure the follow-up of projects: implementation, performance of programme/project managers and partners, monitoring contractual obligations (via periodic reviews, audits, reporting and assistance, etc.), gathering and handling external expertise if necessary.*
- *Ensure the preparation of integrated analyses and / or the evaluation of results provided by involved parties and / or other DGs financing in collaboration with the programme managers.*
- *Contribute to the preparation and implementation of field visits to monitor projects or to assess the pertinence of Commission strategy and programmes, performance of partner(s) and need for further intervention.*

+ PORTFOLIO MANAGEMENT

- *Ensure the follow-up of the implementation of projects, the performance of partners, monitor contractual obligations (via missions on the spot, periodic reviews, audits, reporting and assistance, etc.).*
- *For non deconcentrated projects, ensure their effective management: drafting Terms of Reference, launching requests for services, elaborate progress and final reports on projects and propose action if and when needed.*
- *Ensure, co-ordinate and run operational initiation or verification of contracts. Validate payment requests.*
- *Ensure the monitoring of programmes'/ projects' activities against operational plans, including costs, times scales and use of resources and take action in case of deviations*
- *Assist in fulfilling the financial reporting procedures and provide information for audit and control by Commission services or the European Court of Auditors whenever required.*
- *Contribute to the evaluation of projects, analyse evaluations conducted and feed results into future programming and actions.*

+ COMMUNICATION and PUBLICATION

- Contribute to communication and visibility of EU cooperation in partner countries, in particular Tunisia
- Contribute to draft any kind of internal and external communication (press releases, lines to take etc.) linked to EU projects in partner countries, in particular Tunisia.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the agent 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.
- Monitor the correct application of the CRIS / OPSYS systems, and any internal IT system relevant for the preparation, implementation and/or monitoring of Commission programmes.
- Ensure a correct use of ARES.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT

Job-Related experience:at least 3 years

Qualifier:essential

Assets for the post: Good knowledge of EU implementation modalities, including budget support and the use of financial instruments, i.e. blending and budgetary guarantees.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

+ EU NEIGHBOURHOOD

Job-Related experience:less than 1 year

Qualifier:an advantage

Knowledge of/experience in Middle East North Africa (MENA)/ Neighbourhood related issues.

Languages

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

Knowledge

- *POLICY*
POLICY ANALYSIS
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
Projects and programmes
PROJECT MANAGEMENT
Project contracts negotiation and monitoring
Project monitoring methods and techniques
- *HUMAN RESOURCES MANAGEMENT*
REMUNERATION, RIGHTS and OBLIGATIONS
Code of good conduct
- *INSTITUTION-LEVEL COORDINATION and CONSULTATION*
INTER-SERVICE COORDINATION and CONSULTATION
Inter-service consultations and their procedures
- *INTER-INSTITUTIONAL RELATIONS*
Administrative rules and procedures of the institutions of the European Communities
Committee meetings in EU Institutions
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Inquiring mind
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Capacity to present issues to an audience
Negotiation skills
- *Delivering Quality and Results*
Ability to identify user's needs
Ability to monitor resources
Ability to work in a proactive and autonomous way
Client orientation
Conscientiousness
Financial management skills
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Sociability skills
- *Leadership*
Capacity to plan and manage resources

Job Environment

Organisational entity

Presentation of the entity:

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: