



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version429119 in *NEAR.D.5*
Valid from01/09/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - Programme Communication and Briefing Coordination

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Under the supervision of an Official, contribute to ensuring visibility of EU support for the implementation of the Economic and Investment Plan for the Western Balkans (EIP) and coordinate Briefing contributions under the Unit's remit

Legal disclaimer

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- *Contribute to the Strategic Planning and Programming of the Multi-country Programmes and in particular of the support to EU Agencies. Analyse and elaborate proposals for programmes/projects in close cooperation with DG NEAR thematic units, geographical units and EU Delegations, as well as other relevant stakeholders, including national authorities and institutions;*
- *Ensure that the assistance activities within the assignment are implemented in accordance with the principles of effectiveness, efficiency and economy;*
- *Provide technical and financial supervision of programme implementation and monitor the project conditions. Follow up and solve problems connected to implementation issues related to these programmes;*
- *Consider cross cutting issues and in particular gender mainstream all actions in the programming and contracting stage;*
- *Support the analysis of results and recommendations of evaluation reports and audits and assist in their adequate follow up.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Contribute to launching, managing and monitoring of calls for proposals / tenders, evaluation and selection of projects;*
- *Contribute to the operational initiation of contracts;*
- *Follow up the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.);*
- *Monitor the expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.*

+ INTERNAL COMMUNICATION (general)

- *Ensure coordination of briefings, speeches, and speaking notes under the Unit's remit and support the finalisation of contributions, including drafting, collecting and consolidating inputs from different sources;*
- *Contribute to the visibility of Regional/ Multi-country Programmes and activities undertaken by the Unit;*
- *Support coordination and, as appropriate, follow-up of general Western Balkan regional issues, including cross-sectoral or other horizontal matters and provide support on ad hoc coordination requests;*
- *Provide support to the organisation of meetings, including support in preparing minutes of meetings.*

Job requirements

Experience"

+ PRE-ACCESSION and ENLARGEMENT

Job-Related experience: at least 3 years

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
Projects and programmes
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
Programme implementation and organisational capacity
- **COMMUNICATION and PUBLICATION**
INTERNAL COMMUNICATION (general)
Internal communication practices
DRAFTING and (SPEECH)WRITING
Revision and edition of texts
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for OFFICE AUTOMATION
Word
IT tools for (INFO)GRAPHICS
Page-layout tools
- **INTERNATIONAL RELATIONS (generic)**
PRE-ACCESSION and ENLARGEMENT
Accession/pre-accession programmes
Pre-accession and financial instruments

Competences

- **Communicating**
Ability to understand and be understood
Drafting skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Client orientation
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
Self-development
- **Prioritising and Organising**
Coordination skills
- **Resilience**
Stress resistance
- **Working with Others**
Ability to work in a team

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: