



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste1 (*Active*)
Version descriptive du poste453650 dans *NEAR.D.3.DEL.North Macedonia.91*
Valable à partir de01/07/2024jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Responsable de programmes - Reform and Growth Facility

Domaines

Primaire

RELATIONS EXTÉRIEURES

Intermédiaire

Secondaire

PRÉ-ADHÉSION et ÉLARGISSEMENT

Poste sensible

Non

Finalité générale

Under the supervision of the Head of Cooperation, to take forward the implementation of the Growth Plan for North Macedonia, including through the coordination of policy dialogue and of monitoring, assessment and reporting of progress in the fulfilment of the qualitative and quantitative steps set out in the partner countries' respective Reform Agendas, as well as coordination of the related decision making and financial workflows for disbursements. Under the supervision of an official, to take forward the overall coordination of the EU Delegation's contribution to formulation, implementation and monitoring of project under the Western Balkan Investment Framework, especially within the context of the additional ringfenced resources allocated under the Reform and Growth Facility.

Fonctions & responsabilités

+ ANALYSE des POLITIQUES

- *To Contribute to the reporting activities on the Growth Plan for the Western Balkans, as well as to the annual report*
- *To analyse and monitor country's policies in the context of the Growth Plan for the Western Balkans and contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA)*
- *To contribute to relevant briefings, notes and assessments*
- *To monitor major policy developments in the European Integration process of the country under the responsibility of the team in the context of the Growth Plan*
- *In the context of the implementation of the Reform and Growth Facility for the Western Balkans, to participate in the regular policy dialogue with the country for the implementation of its Reform Agendas with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process*
- *To contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process-*

+ COORDINATION des POLITIQUES

- *To coordinate the processing of the bi-annual payment requests upon the fulfilment of the quantitative and qualitative steps of the Reform Agendas*
- *To participate in internal quality review meetings, inter-service consultations and other consultations as needed to review the progress towards the implementation of the reforms and of the quantitative and qualitative steps of the Reform Agendas*
- *To coordinate and monitor quality of the EU Delegations' analytical assessments concerning the Reform and Growth Facility*
- *To coordinate with other services and teams in charge of other pillars of the Growth Plan for the Western Balkans and in charge of planning, reporting and coordination with the implementation of the Instrument for Pre-accession Assistance*
- *To back up for other members of the team as necessary*

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *To contribute to timely adjustments, reviews, requests for prior approvals, derogation from rules and procedures, re-allocations and extensions of deadlines and disbursement and generally to monitoring ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed*
- *Initiate and process all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file) and of budget support*
- *Encode contracts and give an "operational visa" (GESTOPE) on documents where required*
- *Provide 'Certified correct' for payments*
- *Ensure de-commitment and closures of commitments*
- *Maintain contacts with other donors active in the country*

+ **COMMUNICATION INTERNE (général)**

- To contribute to monitor together with relevant DG NEAR Headquarter services a number of indicators regarding the implementation of the Facility (commitments, contracting and payments forecasts, BIP, KPIs etc) and control systems that beneficiaries should keep in place, ensuring sound financial management of the funds received from the Facility
- To support/coordinate regarding visibility/communication material (factsheets, factographs, etc) concerning financial assistance under the Facility, in partnership with the relevant DG NEAR Headquarter services
- To Monitor and report on sectoral issues to Team Leader/ Head of Section (including Early Warning on potential disputes) Timely Reporting related to sector reports, bi-monthly, Annual reports and ad-hoc reports related to the sectors covered as well as input for sub-committees, IPA MC, SAA etc
- To apply the Commission's document management rules regarding documents for which s/he is responsible, following the instructions of the Unit and with the help of the DMO Correspondent; ensure in particular the correct registration and filing of documents
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s) and notably to back up for other members of the team as necessary

+ **COMMUNICATION EXTERNE (général)**

- Carry out the following duties under the supervision of the Head of Section OPS2
- Produce and disseminate 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 the country
- Extract and disseminate "best practice" and facilitate exchange of experiences
- To support/coordinate regarding visibility /communication material (factsheets, factographs, etc) concerning financial assistance under the Facility, in partnership with the relevant DG

Exigences du poste

Expérience

+ **GESTION de PROJETS, PROGRAMMES et PROCESSUS**

Expérience relative au poste: au moins 2 ans
Degré essentiel

Langues

| | Écouter | Lire | Prendre part à une conversation | S'exprimer oralement en continu | Écrire |
|----------|---------|------|------------------------------------|---------------------------------------|--------|
| Français | B1 | B1 | B1 | B1 | B1 |
| Anglais | C1 | C1 | C1 | C1 | C1 |

Connaissances

- **GESTION de PROJETS, PROGRAMMES et PROCESSUS**

Compétences

- Analyse et résolution de problèmes

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: