



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version445551 in *NEAR.DGA2.01*
Valid from30/05/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Migration governance

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To contribute to the implementation of the EU's migration policies through the programming, contracting and monitoring of projects and programmes on migration governance in particular rights-based border management and fighting smuggling of migrants and trafficking of human beings; ensure close coordination with relevant EU Delegations and other services. Capitalise and share lessons learnt.

Legal disclaimer

Functions and duties

+ POLICY ANALYSIS

- *Provide input for briefings, speeches, lines to take, reports, press materials and interviews, replies to parliamentary questions, citizens' requests, inter-service consultations.*
- *Contribute to the analysis and monitoring – in cooperation with geographical and policy teams – of the policy reform developments in partner countries, notably where assistance is provided through sector budget support.*
- *Participate in policy discussions (sub committees, special groups, peer reviews, etc.)*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Work on the whole programme management cycle from design to closure of contracts.*
- *Contribute to the identification and formulation of new programmes and projects in particular in the area of border management, fighting trafficking in human beings and smuggling of migrants, contribute to their adoption and contracting.*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed*
- *Contribute to the evaluation, external monitoring and audit in close cooperation with the relevant EU Delegation and to ensure that recommendations are followed-up Identify best practices and lessons learnt of migration related programmes.*
- *Consolidate best practices in particular through intensive contacts with line DGs (HOME, INTPA, ECHO), the EEAS, relevant EU agencies (EUAA, FRONTEX and, whenever relevant, EUROPOL) and introduce these practices into new programmes.*
- *Such support may also, when required, be mobilised to : Participate in programming/peer-review missions. Participate in the quality review process. Participate in the disbursement review process for budget support operations. Participate in reference groups for strategic evaluations.*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Participate in the relevant inter-service groups and report back as required.*
- *Participate in sector specific meetings with other EU institutions, in particular the Council and the European Parliament and other relevant fora and conferences, ensuring appropriate reporting.*

+ COMMUNICATION and PUBLICATION

- *Establish and maintain a network of colleagues inside the DG and in NEAR Delegations on similar issues.*
- *Establish and maintain contacts with line DGs working on similar issues, in particular DGs INTPA, HOME and ECHO, with the EEAS and with relevant external stakeholders.*
- *Provide input and support for training and workshops.*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Provide input to the communication unit on communication initiatives, including information materials, web news, social media posts, thematic press trips, etc.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible, following the instructions of the Head of Unit and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

3 years' experience of project design and management in a developing country is essential as well as experience in EU procedures.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: desirable

Previous experience of working in an EU delegation, in a fragile or post-conflict situation and with UN organisations, donors and NGOs is desirable. Previous experience with programmes and projects in the area of migration governance, in particular border management and fighting trafficking and smuggling of migrants is desirable.

Languages

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

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - Financial regulation and procedures
 - Cooperation and development aid - financial aspects
 - **PROCUREMENT and CONTRACT MANAGEMENT**
 - CONTRACT MANAGEMENT
- **POLICY**
 - **POLICY IMPLEMENTATION**
 - Rules and procedures concerning the implementation of EU policies
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
 - **IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING**
 - ABAC Contracts
 - **IT tools for OFFICE AUTOMATION**
 - Excel
 - Outlook
- **INTERNATIONAL RELATIONS (generic)**
 - **EU NEIGHBOURHOOD**
 - European Neighbourhood Policy
 - **EXTERNAL RELATIONS**
 - **INTERNATIONAL COOPERATION and DEVELOPMENT**
 - Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
- *Communicating*
 - *Ability to communicate in meetings*
 - *Drafting skills*
 - *Negotiation skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Capacity to act upon problems*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
- *Leadership*
 - *Ability to create enthusiasm and passion*
 - *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:

NEAR DGA2.01 – Migration unit is composed of three teams: i) the Centre of Thematic Expertise (CoTE) on Migration, ii) the Western Balkans, Türkiye, and Eastern Partnership and iii) the North Africa Window of the EU Emergency Trust Fund for Africa and NDICI regional programme for Migration in North Africa. Through the Centre of Thematic Expertise (CoTE), NEAR DGA2.01 – Migration Unit leads on the development and coherence of Migration policy strategies and financial cooperation on Migration for the DG NEAR regions. It supports partnership/cooperation on Migration with countries in the Southern and Eastern Neighbourhood, Turkey and the Western Balkans, supports EU Delegations when devising new Migration projects and programmes as well as during the overall project cycle management and builds good practices for headquarters and EU Delegations. Through the Western Balkans, Türkiye, and Eastern Partnership (in particular Ukraine, Moldova and Georgia), NEAR DGA2.01 develops, formulates and implements migration related policies in the region through a) financing and managing migration – related programmes, b) providing, in coordination with the relevant Commission services, EU Delegation and other stakeholders, policy and operational responses in key political priority areas, c) monitoring the policy and legislative developments in the field of migration, notably in the context of accession negotiations. Through the North Africa Window of the EU Emergency Trust Fund for Africa and NDICI regional programme for Migration in North Africa, NEAR DGA2.01 – Migration Unit finances programmes that contribute to: safe, secure, legal and orderly Migration from, to and within the North of Africa region; rights-based Migration-governance systems in the region; protection and resilience of migrants and local host populations; tackling the drivers of irregular Migration (including border management); improving information and protection of vulnerable migrants along the migratory route