



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job no.314278 in *NEAR.DGA1.C.1.DEL.Georgia.002*
Valid from 01/03/2019 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Team Leader in Delegation - Strengthening Institutions and Good Governance, including Security & Human rights

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the overall coordination of the Head of Cooperation and in strong collaboration with HQ, to lead on EU support to Georgia in the fields of Security, Human rights, Justice, Civil Society (thematic sector "Strengthening Institutions and Good Governance"), including through management of programmes and projects. To contribute to the analysis and reporting of Georgia's reforms progress and programmes in these fields. The jobholder manages a team of Contract and Local Agents.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ (BUSINESS) MANAGEMENT and PLANNING - Team Management

- Supervise and coordinate the overall activities of the team
- Plan and manage the activities and allocate tasks and responsibilities to the relevant staff
- Coordinate, where appropriate, with other sections in the EU delegation and represent Cooperation (OPS) section at the internal delegation meetings.
- Report to the Head and Deputy Head of Cooperation, the Head of Delegation, and the relevant services of HQ.

+ POLICY DEVELOPMENT - Sector analysis, policy definition, strategy formulation

- Contribute to sector analysis and to the definition of sector strategies, e.g. SSF
- Contribute and report on Georgia's progress in the related policy areas
- Contribute to the reporting of the "20 deliverables for 2020" and on the association agreement for the areas of competence
- Provide input for briefings, speeches, reports, lines to take, press/communication materials, replies to parliamentary questions, inter-service consultations in areas of his/her competence
- Participate in the co-ordination of activities with external organisations in order to ensure the success of the projects and the implementation of the programmes
- Support policy dialogue with all relevant authorities, agencies, donors and other stakeholders

+ PROJECT MANAGEMENT - Project cycle management

- Contribute to the programming and identification of programmes in close cooperation with the beneficiary institution(s), in particular Budget Support programmes when relevant
- Assist in launching, managing and monitoring calls for proposals/ tenders, evaluation and selection of projects
- Manage technical and financial aspects of contracts linked to the preparation and implementation of the projects specifically on Human Rights, Security, breakaway territories.
- Ensure the follow-up of projects implementation, the performance of project managers and partners, monitoring contractual obligations (via periodic reviews, audits, reporting and assistance, etc.), gathering and handling external expertise, and propose action if and when needed. Back-up of the Team Leader in charge of Mobility and People-to-People contacts, including Public Administration Reform, Anti-corruption and Gender
- Encode entries in CRIS accurately and comprehensively and/or conduct the quality checks (e.g. accuracy and comprehensiveness) of data entered in CRIS and give the "operational visa" on any document where required, including as an operational verifier (RESPOPE) and ensure consistency of approach regarding Budget Support Programmes implementation when relevant
- Deal with horizontal activities, concentration and networking aspects of the programme and its projects

+ EVALUATION and QUALITY MANAGEMENT - Programme / projects evaluation

- Assess the pertinence of Commission strategy, and need for further intervention
- Analyse and assess the results and impact of the programme and its projects, provide feedback, make suggestions for modifications

+ EXTERNAL COMMUNICATION (general) - Dissemination of information

- Extract and disseminate best practices and present the programme/projects and their results at workshops, seminars, conferences and other public events
- Facilitate exchange of experiences
- Contribute to the production of publications and success stories

+ INTER-SERVICE COORDINATION and CONSULTATION - Inter-Service coordination and consultation

- *Internal co-ordination and sectorial reporting to Headquarters*
- *Participate in the co-ordination of activities with Commission services*

Job requirements

Experience

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 5 years

Qualifier: essential

Includes minimum 3 years experience as Operational Initiator (GESTOPE) as part of EU financial circuits

+ EXTERNAL RELATIONS

Job-Related experience: at least 3 years

Qualifier: essential

Professional experience in management of EU-funded actions in Neighbourhood or preaccession and enlargement countries

+ EU NEIGHBOURHOOD

Job-Related experience: at least 5 years

Qualifier: an advantage

Activities in the neighbourhood in the field of Human Rights, Security/Rule of Law and/or unresolved conflicts will be regarded as an asset.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: an advantage

Professional experience in the preparation, design and implementation of Human Rights programmes, as well as Security/Rule of Law and/or civil society will be regarded as an asset.

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
- *Delivering Quality and Results*
- *Learning and Development*
- *Prioritising and Organising*
- *Resilience*
- *Working with Others*

Job Environment

Organisational entity

Type: Delegation / Representation

Size: 16 to 25 people

Gender balance (within the entity): balanced team

Comments:

Presentation of the entity:

The DDG1 is responsible for the management of the Eastern Neighbourhood, Economic Transformation, and Relations with IFIs as well as the coordination of the Roma Policy. This includes the supervision of Directorate NEAR.A for the portfolios related to units A3 and A4, Directorate NEAR.C and the Support Group for Ukraine (SGUA).

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:

heavy workload

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:

VACANCY NOTICE: Team Leader for thematic sector "Strengthening Institutions and Good Governance" including Security, Human Rights, Justice, Civil Society in the EU Delegation to Georgia (DG NEAR)

Type of publication

Contract Agent - Team Leader publication

Entity presentation (We are)

We are a Delegation of the European Union responsible for the diplomatic representation of the EU vis-à-vis Georgia as well as for the implementation of the EU's cooperation policy in the country. Enhancing visibility, awareness and understanding of the Union and its values and activities is an important part of our work in the Delegation, as well as supporting and monitoring the implementation of the ambitious Association Agenda and the implementation of the European Neighbourhood Policy. The work of the Delegation also includes monitoring the deliverables agreed at the Eastern Partnership summit and the outcome of the high level meeting between members of the European Commission and of the Government of Georgia on 21/11/2018 in Brussels.

With the EU being one of the major donors in Georgia, one of the Delegation's key tasks is programming and implementation of EU external assistance. European Commission assistance to Georgia mainly takes the form of Annual Action Programmes under the European Neighbourhood Instrument (ENI), totalling up to EUR 453 million over 2017-2020. Other funding sources are the ENI regional programmes, as well as thematic assistance programmes concentrating for example on human rights or civil society. The Commission's priorities for bilateral ENI assistance to Georgia centre on promoting the country's resilience, following up on all four key priorities of the Eastern Partnership, as well as support to institutional capacity building and to the EU approximation agenda. It also includes support to civil society, strategic communication, and to mainstreaming key approaches such as notably a rights-based approach, gender, conflict-sensitivity, and environment.

Job presentation (We propose)

We offer a post of Project Officer in the Cooperation Section of the Delegation. Under the overall coordination of the Head of Cooperation and in cooperation with HQ, the contract agent selected will assume the role of "Team Leader in Delegation" with the task to coordinate EU support to Georgia in the field of Security, Human rights, Justice, Civil Society (thematic sector "strengthening Institutions and Good Governance"), including through management of programmes and projects as well as related donor coordination, communication, monitoring and evaluation tasks. S/he will also contribute to the analysis and reporting of Georgia's reform and programme progress in these fields. The jobholder will manage a team of Contract and Local Agents.

The person selected will:

- Ensure the daily supervision and coordination of a team of contract and local agents under the supervision of the Head and Deputy Head of Cooperation and under the authority of the Head of Delegation;
- Participate as an actor in the financial circuits (notably as operational verifying agent) and liaise on all relevant issues with Commission Headquarters;
- Design and manage specific programmes and projects and contribute to policy analysis and reporting in the area of Human Rights, Security, breakaway territories;
- Enhance communication activities in close cooperation with the communication team, and engage in external activities related to cooperation programmes and projects in her/his sector with a view to enhance the visibility and policy advocacy of EU action in a strategic way;
- Develop synergies and complementarity in cooperation initiatives of, and regularly liaise with, EU Member States embassies or donor agencies, relevant international organisations and/or IFIs, and other stakeholders; with officials in the mentioned organisations to ensure information exchange;
- Act as a sector focal point for analysis and reporting of Georgia's reform and programme progress, both between the Delegation's Cooperation section, other Delegation sections, and Headquarters, in particular the DG NEAR geographical directorate;

Candidates are reminded that a detailed description of the tasks to be carried out can be found in the Job Description which can be consulted via SYSPER 2.

Job holder profile (We look for)

Formal education

University degree, preferably in a field related to law, international relations, political science or equivalent qualification in Human rights, Security/Rule of Law, Civil Society

Experience

- 4 years experience working in a Delegation in a third country is mandatory;
- 3 years experience as Operational Initiator (GESTOPE) as part of EU financial circuits is mandatory. Previous experience as an Operational Verifier (RESPOPE) would be an asset.
- 5 years of experience in EU external and co-operation programmes and projects, including procurement, contracting and implementation

- at least 4 years professional experience is required in following area: Human Rights, Security/Rule of Law, and/or unresolved conflicts
- at least 1 year professional experience in the preparation, design and implementation of programmes in the following area will be regarded as an asset: Human Rights, as well as Security/Rule of Law and/or civil society
- Proven experience in leading and motivating teams in a multicultural environment will considered as a strong asset
- Job related experience in the EU neighbourhood would be an advantage. Experience in Eastern Partnership countries is an asset.

Knowledge and skills

- Sense of initiative and sound judgement;
- Capacity to ensure high quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment often under time pressure;
- Excellent communication skills to interact with beneficiaries and partners at various levels; Capacity to communicate clearly, present complex matters in a structured and simple way;
 - Very good drafting and reporting skills.
- Strong resilience to stress, flexibility and capacity to deal with unforeseen urgent issues with a high profile;
- Team player with proven record in conducting common work and coordination with colleagues and external partners; strong inter-cultural skills;
- Good understanding of the EU internal and external policies and functioning of the Commission;
- Awareness of the current rules on the handling of sensitive information and in general the security requirements of working in an EU Delegation.

Languages

- Clear ability to operate fluently in English is essential
- Knowledge of other EU languages would be an asset
- Knowledge of Georgian or Russian and familiarity with the Eastern Partnership context would be an asset.

Recruitment policy

Only internal candidates to the Commission or Executive Agencies can apply.

Minimum grade required CA FG IV- step14

Other information

Job available from	01/01/2019	Research budget	No
Assignment location	TBILISI	Job sharing possible	No

Grades required Contract Agent, Function Group IV-14

Security clearance required **NO**

Frequent missions

Regular missions to areas requiring advanced field security training (HEAT)

Publication contacts

Vincent.REY

Vincent.REY@eeas.europa.eu

Mathieu BOUSQUET

Mathieu.BOUSQUET@ec.europa.eu

DELEGATION-GEORGIA-VACANCIES@eeas.europa.eu

How to apply

DELEGATION-GEORGIA-VACANCIES@eeas.europa.eu

Applications should specify in the subject line the vacancy number, post title, applicant name and personnel number

Period of publication

Start publication

....

End publication

