

Vacancy notice

Job description type: Programme Assistant in NEAR D5.001

Job number: 405023

We are

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies. By implementing assistance actions in the Western Balkans and Turkey, and in Europe's Eastern and Southern neighbourhood, DG NEAR supports reform and democratic consolidation, and strengthens prosperity, stability and security. DG NEAR promotes EU values, policies and interests, while developing the special relationship of the EU with its neighbouring countries.

As regards **EU enlargement**, DG NEAR assists countries with a perspective to join the EU in meeting the criteria defined by the Treaty of European Union and the European Council. DG NEAR monitors the progress of enlargement countries in this regard, and supports accession negotiations as required by the Council, focusing on rule of law, economic governance and public administration reform. It also manages the bulk of the Union's financial and technical assistance to these countries.

Unit NEAR D5 promotes regional cooperation between the countries of the enlargement zone, including implementation of the Economic Investment Plan. The unit is in charge of programming and managing the Instrument for Pre-Accession Assistance multi-country assistance in support of EU policy to the enlargement countries in areas such as economic growth and connectivity, civil society and media, social inclusion, human capital development, etc.

The unit currently employs some 30 staff. The main working language of the Unit is English.

We propose

- An interesting and challenging post as programme assistant in the team dealing with Civil Society, Social Inclusion and Human Capital, with a focus on Roma issues.
- The opportunity to manage IPA funded programmes implemented in the Western Balkans and Turkey
- Collaboration with a wide range of partners in Civil Society as well as International Organisations, EU Agencies and others.
- The prospect to develop thematic expertise in areas such as Roma issues, gender, environment, children, people with disabilities, LGBTI – the portfolio is continuously evolving
- A dynamic work environment with many opportunities for personal development
- A full set of learning and training opportunities targeted to the needs of the job

We look for

A dynamic colleague to manage the various phases of programming and project implementation related to the areas covered by the team.

S/he should have knowledge of and experience in project management, including financial management, and preferably good knowledge of the Financial Regulation (grant contracts) and the Practical Guide to Contract Procedures for EC External Actions.

Experience of the challenges facing countries in transition, and of topics such as democracy, anti-discrimination and social inclusion, will be an asset.

Good command of relevant IT tools related to the function would be important.

Relevant working experience in the Commission or EU Delegations is also an asset, as is relevant professional experience in the field of external relations.

Only FG IV and FG III contract agents in the Commission, candidates from the FG IV and FG III EPSO CAST valid reserve list or candidates registered as FG III & IV in the EU CV online database may apply.



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version405023 in *NEAR.D.5.001*
Valid from01/10/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Under the supervision of an Official to analyse, elaborate and/or modify programmes/projects in the framework of the "Civil Society Facility and Media", including on Roma issues. Prepare and monitor the implementation of programs and projects in accordance with the priorities identified in the strategic documents and multi-annual programming, project cycle management criteria and other EU policies.

Legal disclaimer

Functions and duties

+ POLICY DEVELOPMENT

- *Contribute to policy development on democracy support, civil society, governance and fundamental rights in line with the EU enlargement policy*
- *Follow closely policy developments on civil society and democracy in order to identify scope for possible IPA MCP programmes*
- *Attend relevant meetings with relevant DGs treating inter-service consultations and briefings*
- *Initiate and contribute to briefings for the hierarchy, LTT, background and policy notes, internal reporting, etc.*
- *Coordinate, as appropriate, follow-up of general Western Balkans Regional Issues, inc cross-sectoral or other horizontal matters.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Prepare and manage tenders, calls for proposals and other contract award procedures*
- *Draft and/or approve the terms of reference and/or the applications for contracts concluded under these programmes*
- *Manage technical and financial aspects of contracts; Prepare contracts for signature;*
- *Ensure the follow-up on the performance of beneficiaries. Monitor the implementation of activities and ensure compliance with contractual obligations (through field missions, periodic reviews, audits, reports and assistance measures etc.).*
- *Analyse the results and recommendations of the evaluation reports and audits and provide adequate follow up by ensuring they are taken into account;*
- *Provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests.*

+ GENERAL PROGRAM MANAGEMENT

- *Contribute to the Strategic Planning and Programming of the Multi-country Programmes and in particular of the Civil Society Facility (CSF). Analyze and elaborate proposals for programmes/projects in close cooperation with the delegations, competent bodies of the partner countries and geographical coordination units.*
- *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.*
- *Seek to maintain coherence of assistance activities under multi-country programmes on the one hand and activities under the national assistance programmes on the other.*
- *Consider cross cutting issues and in particular gender mainstream all actions in the programming and contracting stage*

+ GENERAL PROGRAM MANAGEMENT

- *Prepare, manage and monitor calls for tenders, calls for proposals and other contract award procedures in close collaboration with the unit "Finance, Contracts and Audit".*
- *Attend evaluation committees for tenders and calls for proposals.*
- *Support the technical and financial aspects of contracts relating to the preparation and implementation of projects.*
- *Monitor the implementation of projects, the performance of managers and partners, ensure compliance with contractual obligations (through field missions, periodic reviews, audits, reports and assistance measures etc.).*
- *Coordinate and ensure the initiation or operational audit of contracts.*
- *Analyze the results and recommendations of the evaluation reports and audits and provide adequate follow up by ensuring they are taken into account into future programming.*

+ EXTERNAL RELATIONS

- *Ensure liaison with beneficiary country on aspects concerning cooperation programmes/ projects*
- *Maintain contacts with beneficiary administrations and institutions.*

+ INTERNAL COMMUNICATION (general)

- *Maintain contacts with the operational sections of Commission Delegations in the candidate countries and potential candidates.*
- *Visibility and reporting on the activities of the Unit and the Regional/ Multi-country Programmes.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).*
- *Provide the files and documents needed for current work.*
- *Apply the rules for document management and archives.*
- *Arrange files and records.*
- *Receive, maintain, locate, access documents and records.*

Job requirements

Experience"

+ PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:desirable

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT
CONTRACT MANAGEMENT*
- *LAW
LEGAL ANALYSIS, ADVICE and ASSISTANCE
Analysis of legal and contractual documents*
- *AUDIT, CONTROL and INSPECTION
GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT
Projects and programmes
PROJECT MANAGEMENT*
- *COMMUNICATION and PUBLICATION
MISSIONS, MEETINGS and VISITS (incl Protocol Service)
Missions, seminars, meetings (budgetary aspects)*
- *IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
Word
IT tools and systems for HRM
MIPS (Missions Integrated Processing System)
Sysper2: Time Management / FlexiTime
IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
Ares
IT tools for (INFO)GRAPHICS
Page-layout tools*
- *INTERNATIONAL RELATIONS (generic)
PRE-ACCESSION and ENLARGEMENT
Enlargement
EXTERNAL RELATIONS*

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
Capacity to deliver in a structured way
Planning capacity*
- *Resilience
Perseverance
Stress resistance*
- *Working with Others
Ability to work in a team
Confidentiality
Knowledge sharing
Sociability skills*

Job Environment

Organisational entity

22/09/2022

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: