



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version264025 in *NEAR.B.4*
Valid from01/01/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of officials, notably the team leader for the Facility for Refugees in Turkey and the IPA coordinator, back-up and assistance to unit staff dealing with EU refugee assistance in Türkiye and pre-accession assistance for Türkiye, in close collaboration with the EU Delegation in Ankara. Follow up of the indirect management system for Turkey and public financial management (Chapter 32).

Legal disclaimer

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- *Contribute to the programming of financial assistance, notably for measures under EU refugee assistance in Türkiye and regular IPA programmes, with the EU Delegation, line DGs (including on Union Programmes) and external stakeholders (including donors and civil society).*
- *Work together with Facility and IPA team members on commitments, re-allocations, budgetary issues and other issues of a procedural nature pertaining to IPA and NDICI, including Opsys & Decide input management*
- *Work with the Team Leader for the Facility for Refugees in Turkey on EU refugee assistance in Türkiye, with a particular emphasis on programming, including the preparation of individual and special measures under IPA and NDICI*
- *Work with the IPA coordinator on programming of pre-accession assistance, including the preparation of national and multi-annual programmes, Commission Implementing Decisions, Financing Agreements and reallocations under IPA*
- *Back-up the Facility team leader and IPA coordinator and colleagues whenever necessary.*
- *Liaise with the EU Delegation in Ankara on EU refugee and regular IPA assistance-related issues.*

+ EVALUATION and QUALITY MANAGEMENT

- *Follow-up, supervision of management and control systems, indirect management approach including progressive reduction of ex ante controls.*
- *Contribute and follow-up the various audits (external and internal), evaluations and financial reports foreseen by the IPA Regulation, providing timely input to relevant colleagues/Units.*
- *Together with the Facility team leader and IPA coordinator analyse results and impact of the refugee assistance and regular IPA programmes; provide feedback and suggestions for improvement, particularly as regards indirect management related issues.*
- *Contribute to the preparation of the AOSD Reports of the Head of Unit and assessment of EUD Assurance strategies.*

+ POLICY ANALYSIS

- *Monitor Turkey's reforms and commitments including administrative capacity and enforcement records in the field of public financial management (Chapter 32).*
- *Provide input to the annual Country Report on Turkey as requested.*
- *Relations with relevant DG/other institutions on issues related to IPA and Chapter 32.*

+ EXTERNAL COMMUNICATION (general)

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

Job requirements

Experience"

+ AID COOPERATION

Job-Related experience:at least 3 years

Qualifier:essential

General experience in IPA & NDICI financial management and control systems (notably adoption procedures and/or Opsys), within the Commission, is a requirement. Experience in an EU Delegation would be an advantage

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
Financial circuits
Preparation of financial dossiers
- *AUDIT, CONTROL and INSPECTION*
INTERNAL AUDIT
EXTERNAL AUDIT
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
Programme planning and evaluation
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
Pre-accession and financial instruments
Enlargement
EXTERNAL RELATIONS
EU External Assistance policies

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Financial management skills
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Working with Others*
Ability to work in a team
Knowledge sharing
Sociability skills
- *Leadership*
An awareness of and attentiveness to individual differences

Job Environment

Organisational entity

Presentation of the entity:

The DDG2 is responsible for the management of the Southern Neighbourhood, Turkey, Migration/ Refugees and Security Issues. This includes the supervision of Directorate NEAR.A for the portfolios related to units A1, A2 and A5 and Directorate NEAR.B.

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:

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 Türkiye, 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. In this context, Unit B4's overall objective is to effectively manage the bilateral relations between the EU and Türkiye, guide and monitor developments, in close co-operation with the EU Delegation, particularly in light of the accession criteria. This includes coordinating the accession negotiations, managing the Association Agreement with Türkiye as well as overseeing regular pre-accession assistance for Türkiye and refugee assistance in the country. DG NEAR works closely with the European External Action Service and the line DGs in charge of thematic priorities. The unit currently employs 18 staff. The main working language of the unit is English.