



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version38967 in *NEAR.SGUA.DEL.Ukraine.005*
Valid from14/02/2019until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - International Aid/Cooperation

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

To advise on and manage, under the supervision of the Head of the Sector, the implementation of projects and programs of development cooperation and of financial and technical cooperation with third countries in the field of support to civil society. To assist the Head of Section in coordinating the Section's activities, where required.

Legal disclaimer

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To ensure the follow-up of project implementation, also by means of the IT tools developed / provided, the performance of project contractors and partners, monitoring contractual obligations, gathering and handling external expertise.*
- *To initiate launching, to assist in launching, managing and monitoring calls for proposals/ tenders, evaluation and selection of projects, to prepare Terms of Reference and to initiate procurement process.*
- *To analyse and assess project results, notably through project reports, and proceed with payment requests.*
- *To ensure co-ordination with other donors.*
- *To manage projects with beneficiaries and counterparts and to discuss with national / regional authorities and administrations.*
- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the host countries.*

+ INVESTIGATION, COMPLIANCE and INFRINGEMENT HANDLING

- *To assist and contribute to evaluation and audit activities initiated by the Commission and other EU bodies.*

+ COMMUNICATION and PUBLICATION

- *To contribute to the External Assistance Management Report in the area of activity.*
- *To contribute to the Information and Communication activities initiated by Commission services.*
- *To extract and disseminate best practice and present the programme and its projects.*
- *To provide all relevant information to Commission services, to elaborate briefings and reports in the area of activity, to provide assistance to headquarter missions.*
- *Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests.*

+ POLICY DEVELOPMENT

- *To conduct conceptual reflections and assist in elaborating work programmes, strategic documents and new approaches to the programme, e.g. Single Support Framework.*
- *To provide economic, statistical or any other input for ENPI and other EC funded programming and implementation, as well as for their development.*
- *To contribute to the assessment of the implementation of the Action Plan (or other appropriate documents of the EU with the relevant country).*
- *To support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*

Job requirements

Experience"

Job-Related experience: at least 5 years

Qualifier: desirable

Previous professional experience in the relevant countries (Ukraine, Belarus). Profound knowledge of CIS countries. Experience in the areas of regionale and local development, including decentralization of governance, would be an asset.

Languages

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

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*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Financial management skills
Quality & process management abilities
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Knowledge sharing

| |
|------------------------|
| Job Environment |
|------------------------|

Organisational entity

Presentation of the entity:

The Support Group for Ukraine (SGUA) was established by decision of the President of the European Commission in 2014 and is administratively part of DG NEAR. The EU has been supporting Ukraine's wide-ranging reform agenda to consolidate a democratic, independent, resilient, united and prosperous Ukraine based on the EU-Ukraine Association Agreement / Deep and Comprehensive Free Trade Area. With around 30 staff in Brussels organised in sectoral policy teams corresponding to essential reform priorities and five officials based in the EU Delegation in Kyiv, SGUA plays a key role in coordinating the support of the European Commission to Ukraine (expertise drawn from across Commission DGs, as well as Member States, financial assistance). Since Russia launched its unprovoked and unjustified war of aggression against Ukraine in February 2022, SGUA has played a key role in coordinating the emergency assistance to the country and in assessing the country's application for membership to the European Union.

Given that the European Council has granted Ukraine the status of a candidate country, SGUA will support the country to prepare for future accession to the EU. SGUA will also be heavily involved in future reconstruction efforts of the country. SGUA works in close cooperation with all relevant Commission DGs, the European External Action Service, the EU Delegation in Kyiv, Member States and interested third countries like e.g. the USA, Canada and UK. Moreover, SGUA enhances strategic upstream coordination with international and bilateral financial donors, as well as European and major International Financial Institutions. The Support Group is headed by Ms Katarína Mathernová, Deputy Director General in DG NEAR and Acting Director of 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:

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 European Union Delegation to Ukraine is looking for:
Programme Officer - International Aid/Cooperation
(Contract Agent FG IV)

We are

The European Union Delegation to Ukraine. The Delegation's mandate includes promoting the political and economic relations between Ukraine and the European Union, monitoring the implementation of the Association Agreement between the EU and Ukraine; informing the public of the development of the EU and explaining policies and participating in the implementation of the European Union's assistance programmes. The EU Delegation to Ukraine currently employs 103 staff.

We propose

We propose a post of an Programme Officer - International Aid/Cooperation. Upon recruitment, the successful candidate will occupy a specific job function as a Programme Officer. The successful candidate will serve as a Contract Agent, FG IV to advise on and manage, under the supervision of the Head of the Sector, the implementation of projects and programs of development cooperation and of financial and technical cooperation with third countries in the field of **support to civil society**. To assist the Head of Sector in coordinating the Sector's activities, where required.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To ensure the follow-up of project implementation, also by means of the IT tools developed /provided, the performance of project contractors and partners, monitoring contractual obligations, gathering and handling external expertise.*
- *To initiate launching, to assist in launching, managing and monitoring calls for proposals/tenders, evaluation and selection of projects, to prepare Terms of Reference and to initiate procurement process.*
- *To analyse and assess project results, notably through project reports, and proceed with payment requests.*
- *To ensure co-ordination with other donors.*
- *To manage projects with beneficiaries and counterparts and to discuss with national / regional authorities and administrations.*
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- *To support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*

The successful candidate will be based, in principle, in Kyiv subject to instructions related to the security situation. Working time: 40 working hours/week. We offer a competitive position in • A dynamic, challenging and diverse working environment. • A varied job carried out in cooperation with a wide range of partners inside/outside the EU • A full set of learning and training opportunities targeted to the needs of the job a Programme Officer.

We look for

We are looking for a motivated and dynamic colleague who has at least 5 years of job-related experience. Previous professional experience in Ukraine and other relevant countries, profound knowledge of EaP countries and the EU enlargement process, experience in the areas of regional and local development, resilience, reconstruction and rehabilitation would be an asset.

Job Requirements:

Languages

English – C1 level

Knowledge

- *Project monitoring methods and techniques*
- *EU INSTITUTIONS, including STRUCTURES and FUNCTIONS*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Negotiation skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Financial management skills*
 - *Quality & process management abilities*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*

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

Recruitment policy

NEAR is a dynamic DG with a clear mission where enthusiastic colleagues can make positive contributions. In order to attract and retain highly competent staff, we believe in the benefits of a varied career and are committed to support you in your professional development. DG NEAR promotes equal opportunities for all and follows best practice in its selection and recruitment procedures to ensure a diverse and gender balanced workforce. In case of equal merit, preference will be given to the gender which is underrepresented.

Applicants should send their CV and motivation letter to DELEGATION-UKRAINE-JOBS@eeas.europa.eu and martin.schroeder@eeas.europa.eu before the deadline.

The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to DELEGATION-UKRAINE-JOBS@eeas.europa.eu.

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.