



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version408249 in *NEAR.D.1*
Valid from01/01/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

To contribute to the definition of EU policies in Western Balkans in the area of economic and trade development, in particular in relation to moving forward the Common Regional Market agenda. To plan, formulate and implement Instrument for Pre-Accession Assistance (IPA) Multi-country programmes in support of regional organisations and regional economic integration, in support of EU enlargement policy.

To provide strategic guidance on policy implementation in the field of trade and trade related matters and investment policy, as well as private sector development.

Legal disclaimer

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

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to regional strategies and programming of Multi-country programmes including through drafting of programming documents (Financing Decision and Action Documents with logical framework) in support of the Common Regional Market;*
- *Co-ordinate with EU Delegations, EEAS/Commission services on Multi-country programming to ensure policy coherence;*
- *Engage in the programming of bilateral programmes in the beneficiary region in the thematic areas covered by the portfolio, in view of ensuring policy coherence;*
- *Provide inputs and contributions to Commission reports, websites, annual progress reports and enlargement strategy as relevant.*
- *Sector and thematic training: contribute to the preparation, planning and delivery of thematic training seminars for HQ and Delegations staff.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Programme manager in charge of support to the Common Regional Market in particular support to the Regional Cooperation Council, the World Bank and CEFTA. Other thematic portfolios under the remit of the unit might be assigned to the jobholder as relevant;*
- *Act as Operational Initiator for all programmes under the responsibility of the job holder. Under the guidance of the Operational Verifier, design and manage all aspects of procurement and contracting procedures (tenders, call for proposals and other contract award procedures) including drafting of ToRs, negotiating directly awarded contracts, launching procurement procedures, participating in evaluation committees, awarding contracts etc.;*
- *Monitor performance of contractors and on-going projects, treat implementation reports, attend management and monitoring meetings, elaborate progress reports and propose remedial action if and when needed. Suggest audits, provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests;*
- *Prepare any relevant amendments and periodically review the need for additional measures; Follow up and solve problems connected to implementation issues related to these programmes.*
- *Provide information for audit by Commission services or the European Court of Auditors. Initiate and manage external monitoring and evaluations of programmes and projects. Disseminate results as relevant, including to ensure programmes provide adequate visibility and communication on EU assistance.*

+ INTERNATIONAL RELATIONS (generic)

- *Liaise with beneficiaries on aspects concerning programmes and/or projects under the responsibility of the programme manager;*
- *Develop and maintain contacts with beneficiary administrations and institutions, EU Delegations and country teams in relevant DGs;*
- *Participate in/organise conferences, public events, visits, assessments and monitoring;*
- *Participate with Commission officials, as appropriate, in Commission Committees, Council Working Groups or other meetings with regard to preparation and implementation of IPA MCP programmes, and in consultation with partners in the preparation and implementation of IPA MCP programmes.*

+ POLICY DEVELOPMENT

- Under the guidance of an official, contribute when required to the development of policies towards regional economic and trade integration in the Western Balkans with a focus on the Common Regional Market;
- Follow policy developments on economic reforms and economic integration to feed into policy and/or programme actions;
- Contribute to briefings for the hierarchy, Lines To Take, background and policy notes, internal reporting, etc.;
- Contribute to inter-service consultations, replies to European Parliament questions

+ INTERNAL COMMUNICATION (general)

- Develop and maintain contacts with EU Delegations and line DGs;
- Ensure visibility and reporting on programmes related to the Common Regional Market in particular.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU 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

Experience of project implementation

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Budgetary requirements, allocations, monitoring and reporting
Budget monitoring and reporting
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**
PROJECT MANAGEMENT
- **INTERNATIONAL RELATIONS (generic)**
PRE-ACCESSION and ENLARGEMENT

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Eye for detail / Accuracy
- *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*
Sociability skills

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:

Vacancy notice

Job description type: Programme and Policy Officer Trade and Regional Economic Cooperation in NEAR D1 – Contract Agent Function group IV

We are

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies. DG NEAR works closely with the European External Action Service, and the other Commission services, especially those in charge of thematic priorities.

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 towards the EU, 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 D1 ensures overall policy coordination on Western Balkans within DG NEAR and across the Commission. The Unit is responsible for coordination within DG NEAR of the Enlargement strategy and policy, including the Stabilisation and Association Process and Economic Reform Programmes. It contributes to Western Balkan Ministerials and Western Balkan Summits.

The unit leads in horizontal cooperation with regional organisations; and provides the overall coordination for the Common Regional Market and wider socio-economic and trade-integration issues. In this area, the Unit manages related regional cooperation programmes in support to regional organisations and others (Regional Cooperation Council, CEFTA, World Bank, etc.). The Unit also provides support for all the Western Balkans in relation to Rule of Law, Security & Migration, and Reconciliation. The unit currently employs some 22 staff. The main working language of the Unit is English.

We propose

- An interesting and challenging post as Programme and Policy Officer in the team dealing with overall coordination for the Regional Common Market and wider socio-economic and trade-integration issues, with a

main focus on **support to internal market issues and regional organisations.**

- A varied job combining programme management and policy aspects and carried out in cooperation with a wide range of partners inside/outside the EU.
- A dynamic work environment with 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 with documented experience in trade, private sector development, socio-economic development, internal market, regional economic integration, including from a cooperation and policy perspective.

The successful candidate should possess at least 3 years of relevant work experience with a strong background in project and contract management, preferably for EU external assistance programmes. Knowledge and experience of policy development in trade, economic integration, private sector development would be considered an important asset.

The combination of a flexible yet autonomous team player, being used to drive pro-actively processes and cooperate and coordinate multiple stakeholders; able to communicate with a range of public and institutional actors; and firm understanding of the EU's enlargement policy objectives is essential. Excellent oral and written communication skills in English are a must. Experience in implementing projects in the Western Balkans, or work experience with DG NEAR or EU Delegations would be an advantage.

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

Interested candidates should send their CVs & a short letter of motivation (max. 1 page) to the following mailbox: NEAR-D1@ec.europa.eu **Subject matter: Programme and Policy Officer Trade and Regional Economic Integration**

Deadline for application: 12/12/2022