



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version99929 in *NEAR.D.2.DEL.Serbia.005*
Valid from04/10/2022until

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

Ensure effective and efficient programming and implementation of financial assistance ensuring maximum impact to support the EU membership preparation of the beneficiary country in the area of infrastructure and environment

Legal disclaimer

Functions and duties

+ POLICY ANALYSIS

- *Provide advice and report to the Head of Delegation, Deputy Head of Delegation and the Head of Operations on the areas under the competence of the section and report on the implementation of tasks assigned and difficulties encountered*
- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern*
- *Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA).*
- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process*
- *Act as a focal point for infrastructure projects, namely in the environment sector (for both centralised and decentralised projects)*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Initiate and process all aspects of the procurement process drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file*
- *Encode contracts and give an "operational visa" (GESTOPE) on documents where required*
- *Monitor ongoing projects including on-the-spot checks, attend management and monitoring meetings, elaborate progress report on projects and propose action if and when needed*
- *Provide 'Certified correct' for payments*
- *Ensure proper archiving and filing of documents for which the Programme manager is responsible related to EU assistance programmes*
- *Maintain contacts with other donors active in the country*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to provide operational initiation at all stages of the procurement carried out by national authorities*
- *Contribute to 'Certified correct' visa on payment requests from national authorities and to the clearance of accounts procedures*
- *Assist to deal with procurement pipeline with national authorities*

+ INTERNAL COMMUNICATION (general)

- *Monitor and report on sector issues to Team Leader/Head of Section (including Early Warning on potential disputes)*
- *Contribute regularly and timely to the Delegation's reporting to HQ on sector issues, as well as to any specific requests.*

+ EXTERNAL COMMUNICATION (general)

- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EC activities in the country*
- *Ensure that projects receive adequate visibility*
- *Extract and disseminate "best practice" and facilitate exchange of experiences*
- *Write briefings and speeches as required*

+ INTERNAL COMMUNICATION (general)

- *"Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)" whenever applicable.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:an advantage

Professional experience pertinent to the duties to be carried out of at least + 5 years' experience and 7 as an advantage.

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
BUDGET and FINANCE
- *POLICY*
POLICY ANALYSIS
POLICY MONITORING
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to communicate in meetings
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Quality & process management abilities
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
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:



The European Union Delegation to Serbia is looking for:

**Programme Officer for EU Policies – Infrastructure
– Post no. 99929 -**

We are

The mission of the Delegation of the European Union (EU) to the Republic of Serbia is to represent the EU in Serbia, promoting and defending fundamental values and interests of the EU and its Member States; monitoring and supporting Serbia's accession, including through successful implementation of the EU assistance programmes and their visibility.

We offer

We offer a post of a Contract Agent – Functional Group IV. The successful candidate will occupy the job function of a **Programme officer – EU policies in infrastructure sectors**. The successful candidate will ensure, under the supervision and responsibility of the Head of Cooperation and Head of Section, the coordination of programming and implementation of financial assistance to support the EU membership preparations of Serbia. The candidate will also closely cooperate with the European Integration and Economic Section in monitoring and supporting accession negotiations.

Place of employment will be Belgrade, the Republic of Serbia. The post is on a full time basis with normal working conditions, in a dynamic and challenging working environment, including involvement in some of the key reform challenges facing Serbia.

We look for

We look for a dynamic and well-organized colleague who could contribute towards the definition, promotion and implementation of EU policies in relation to the Republic of Serbia, in particular in sectors that involve infrastructure projects. She/he will also contribute to other areas related to Serbia's EU accession process, as necessary and appropriate.

We look for a highly motivated and dedicated individual with relevant working experience, with very good coordination skills and high ethical standards.

Education: formal education corresponding to completed university studies of at least 3 years attested by a diploma. A university degree in engineering is an advantage.

Minimum working experience: At least 5 years of experience. 7+ years – an advantage. Previous working experience with candidate countries and/or EU delegations in the Western Balkans is considered an asset.

Knowledge: Knowledge of the EU accession process preferably in the fields of Environment, Transport, Energy or other infrastructure sectors, procurement and contract management and project cycle management. Implementation of projects in the fields of environment. Knowledge of EU financial assistance and its standard procedures, in particular the Instrument for pre-accession (IPA).

Skills: sound writing and reporting skills, computer literate. Very good coordination, organization and analytical skills. Experience in negotiations with national authorities is an asset.

Languages: High level of spoken and written English (level C2). Knowledge of any other EU working language would be an advantage.

Character references: High degree of responsibility, and excellent communication skills. Resilient to stress. Team player, willing to learn, loyal to the Institution, its goals and values. High ethical standards, as the job deals with EU financial assistance.

The EU Delegation to Serbia favors equal opportunity and equitable treatment for all. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply.

How to apply:

Please send your application and supporting documents to the following address:

DELEGATION-SERBIA-ADMINISTRATION@eeas.europa.eu

The package should include a motivation letter, a detailed recent CV.

Contact person: Mr Sakellaris HOURDAS, Head of Section OPS 3

Only FG IV candidates from an FG IV EPSO CAST valid reserve list or candidates who are registered in the FGIV EPSO CAST-P database will be considered for this position

Job description updated in SYSPER.

Deadline for applications: 16/01/2023 (16h30 Belgrade local time)

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