

**Vacancy notice NEAR C3**  
**Job description type: TAIEX Project Assistant**  
Contract Agent Function Group III

**We are**

The mission of the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. This includes providing assistance to the countries covered by these policies to enable them to carry out the necessary reforms and to strengthen their basis for sustainable growth.

In this context, DG NEAR's Institution Building Unit (NEAR.C3) supports capacity building of partner countries and beneficiaries by facilitating technical support and concrete expertise from EU Member State officials. Via its unique instruments TAIEX and Twinning, C3 provides short and long-term peer-to-peer experience and best practices, and assists in transposing and implementing the EU *acquis*. NEAR C.3 is one of the biggest Units in the DG and interacts with all operational Directorates as well as with a range of line DGs. The main external interlocutors are the Member States' administrations and the administrations in the beneficiary countries.

Under the instrument TAIEX, C3 is responsible for the short-term organisation of workshops, study visits, expert missions and work from home activities for the benefit of countries covered by the EU's enlargement and neighbourhood policies. The events are both physical and online meetings. Further beneficiaries include the Turkish Cypriot community, as well as the countries, regions and territories covered by foreign policy needs and international partnerships (FPI and DG INTPA). Moreover, with DG REGIO, DG ENV and DG REFORM, TAIEX supports structural-fund related capacity building in Member States.

Through the Twinning instrument, NEAR.C3 aims to provide medium-term support for the transposition and implementation or enforcement of the EU legislation in the partner or beneficiary administrations. Twinning strives to share good practices developed within the EU and as well as upgrade the administrative capacities of the public administration in the partner countries or beneficiaries

**We propose**

We propose a project assistant post in the field of **environment and climate policy** (Chapter 27 of the EU *Acquis*) with a focus on management of technical assistance activities for the Enlargement and Neighbourhood regions.

This includes, under the supervision of a team leader, organising and evaluating TAIEX activities in Chapter 27, as part of the implementation of the Unit's objective to support institution building through peer-to-peer exchanges of public experts in the enlargement and neighbourhood countries and beyond. It involves, frequent contacts with public institutions both in the Member States and partner countries, as well as with EU Delegations and other stakeholders.

- Under the supervision of the team leader, be responsible for organising and evaluating TAIEX activities.

- Contributing to the development of the institution building tools including through new digital means (webinars, IT platforms...) and communication activities.
- Co-ordinating with the TAIEX external contractor's office and with organisers on the spot to discuss the logistical arrangements needed and to supervise their execution.
- Monitoring and assessing impact of activities and check cost reports
- Certifying that activities were carried out as planned and assess contractor's performance.
- Developing and delivering reports based on analysis of databases handling significant amounts of data, and usually to be processed within very short deadlines.
- Managing key databases regarding Member States and beneficiaries contact points.
- Contributing text to the annual activity report and to other communication tools.

### **We look for**

We are looking for a committed and enthusiastic colleague with a good sense of responsibility and initiative, service-minded, able to prioritize work and ready to work in a challenging environment.

The successful candidate will be responsible, under the supervision of a Team Leader, for preparing and organising targeted, effective technical assistance activities in the team in charge of **Green and Digital Transitions and Connectivity**. The successful candidate should be a team player combining flexibility with autonomy, have the ability to communicate with a range of public and institutional actors and have a good understanding of the EU's enlargement policy. S/he should also have the flexibility to take over new challenges related to other EU *acquis* chapters in a dynamic team.

### **Job holder profile (We look for)**

We look for a colleague with at least 2 years of general professional experience, in one or more of the following areas:

- **EU enlargement policy.**
- **Environmental and Climate Policy** (Chapter 27). Knowledge of interlinkages with **Transport** (Chapter 14), **Energy** (Chapter 15) and **Digital** (Chapter 10) policies.
- Rules and principles governing **EU budget, finance and contracts** (grants).
- Institution Building principles including in particular **Public Administration Reform**.
- **Project management and implementation** – including monitoring calls for proposals, reporting and assessing large amounts of data.
- Coordination and organisation of **large events**, such as EU Member States experts meetings
- Excellent **English** verbal & written communication skills.

Following skills would be an asset:

- Experience and knowledge in **stakeholder coordination, outreach and communication**, including relevant IT and digital tools.

**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 IV and FG III in the EPSO CAST database may apply.**

Interested candidates should send their CVs & a short letter of motivation (max. 1 page) to the following mailbox: [NEAR-C3@ec.europa.eu](mailto:NEAR-C3@ec.europa.eu)

Deadline for application: 18 January 2023



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version258591 in NEAR.C.3  
Valid from13/01/2021until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Project Assistant - Green and digital transitions, connectivity TAIEX team

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Organises technical assistance for TAIEX beneficiaries in the field of connectivity, green and digital transitions.

**Legal disclaimer**

## Functions and duties

### + GENERAL PROGRAM MANAGEMENT

- Assist the team leader in analysing and assessing requests received from potential beneficiaries or European Institution services against political and administrative needs and priorities.
- advise potential beneficiaries or European Institution services on the most appropriate type of TAIEX assistance (e.g. seminar, expert mobilisation, etc) including practical details regarding location, interpretation, etc.
- identify and select adequate experts from Member State administrations or the Commission services.
- prepare the agenda/programme in response to the assistance request in close co-operation with line DGs, Member States experts and the potential beneficiary.
- Contributing to the development of the institution building tools (TAIEX and Twinning), including through new digital means (webinars, IT platforms...) and communication activities.

### + HORIZONTAL COORDINATION

- co-ordinate with the TAIEX external contractor's office and with organisers on the spot to discuss the logistical arrangements needed and to supervise their execution.
- monitor and assess impact of events and check cost reports.
- certify that events were carried out as planned and assess contractor's performance.

### + HORIZONTAL COORDINATION

- Assist IBU staff for issues related to his/her country of competence.
- Assist sector teams; programmatic approach by providing information on the country's sector priorities in order to promote TAIEX where it is needed the most.
- Collect and disseminate to the rest of the Unit relevant information about the country.
- In certain cases organise events that are outside the scope of their team but relate to their country.
- Visit the country once a year to meet stakeholders, promote TAIEX and attend major events.

### + INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the contract agent 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 2 years

Qualifier: an advantage

### Languages

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

## **Knowledge**

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES  
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES  
Administrative rules and procedures of the Institution*
- *IT TOOLS for SPECIFIC APPLICATION AREAS  
IT tools for OFFICE AUTOMATION  
Word  
IT tools and systems for COMMUNICATION and PUBLICATION  
EU institutions databases & websites*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT  
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- *INTERNATIONAL RELATIONS (generic)  
PRE-ACCESSION and ENLARGEMENT  
Enlargement*

## **Competences**

- *Analysing and Problem Solving  
Ability to conceptualise problems, identify and implement solutions  
Capacity to analyse and structure information*
- *Communicating  
Ability to communicate in meetings  
Ability to understand and be understood  
Capacity to communicate technical or specialised information  
Drafting skills  
Negotiation 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.)*
- *Prioritising and Organising  
Coordination skills  
Planning capacity*
- *Resilience  
Stress resistance*
- *Working with Others  
Ability to work in a team  
Knowledge sharing*

<b>Job Environment</b>
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### **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:*