

Vacancy notice – NEAR A1

Job description type: Programme Manager - Strategic communications Neighbourhood East & South

Contract Agent Function Group IV – job n° 374209

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. Unit A1 “Communication and inter-institutional Relations”, is part of the Directorate A in charge of Thematic Support, Coordination of Policy and Financial Instruments.

The Unit is responsible for developing and implementing the DG's internal and external communication strategy and managing inter-institutional relations. The Unit currently employs 30 staff.

The vacancy is located within the Press, Web & Social media, Public enquiries, Strategic communications Neighbourhood team. The team currently comprises of nine persons.

We offer

We offer a challenging position of Programme Manager in a dynamic and motivated team in a complex environment requiring a high degree of responsiveness, proactivity and oversight. Under the supervision of the Team Leader, the selected candidate will contribute to the definition and implementation of EU-funded assistance in support of communication activities in DG NEAR regions. S/he will be the focal point for dedicated regional communication programmes in close coordination within DG NEAR, and with the Communication Task Forces of the External Action Service, EU Delegations and other external stakeholders. These tasks may however evolve and flexibility on the tasks to perform is important in order also to support the intense communication, press and social media work of the Unit.

In the areas of her/his responsibility, s/he will also be asked to contribute to the development of DG NEAR's strategic communication and public diplomacy. For further details, please consult the Job Description.

We look for

We are looking for an accurate, well-organised, pro-active and motivated colleague whose main duties will be:

- Perform public diplomacy in relation to the EU's Neighbourhood by contributing to the definition and implementation of EU-funded assistance in support of communication activities in the Eastern and Southern Neighbourhood;
- Act as the programme manager for the two dedicated NEAR-managed Neighbourhood regional communication programmes in close coordination within the DG, as well as with the Communication Task Forces of the External Action Service, EU Delegations and other external stakeholders;
- Ensure appropriate implementation of contracts by partner/contractors through regular coordination, monitoring of progress and quality of outputs, approval of reports, financial and technical checks and on the spot controls;

- Working with relevant EU Institutions and bodies on strategic medium-long term communication activities, including region-wide and individual country communication campaigns;
- Contribute to the development and implementation of a strategic communication framework on the EU's Neighbourhood policy in order to raise public awareness in the region about the EU values, policies and programmes and to ensure an informed public debate on benefits;
- Coordinate inputs across DG NEAR and if needed with other involved stakeholders (EEAS, Council) related to strategic communication (including press) in the Eastern and Southern Neighbourhood;
- Designing, preparing and implementing strategic communication activities and plans;
- Development, with assistance of external contractors, a variety of communication products (integrated campaigns, videos, publications, infographics, visual elements, etc.)
- Preparing briefings, presentations, notes, minutes and reports.

The successful candidate will have

- At least 5 years' of project management experience. This includes experience in the formulation and implementation of programmes / projects in the field of external action. Experience with EU-funded programmes is a strong asset.
- Sound Project Cycle Management experience (familiarity with EU programming and contracting procedures and contract management tools (ARES, CRIS, Opsys) will be considered a strong advantage);
- Good knowledge and several years of work experience in strategic communications and public diplomacy; ideally in relation to the EU's Neighbourhood Policy
- Awareness of the information environment in the Neighbourhood East and South regions;
- Knowledge of the EU's policies and positions towards the countries in the Neighbourhood East and South;
- Knowledge of EU institutions and decision-making processes in the EU's external action;
- Creativity and flexibility in designing communication campaigns and outreach activities;
- Rapid grasp of problems and capacity to identify issues and solutions;
- Sound political judgment; work experience in public administration and/or think-tanks will be considered an asset;
- Very good communication skills, including excellent drafting skills in English and a very good knowledge of French (essential for the work on the Neighbourhood South). Knowledge of a language of the Neighbourhood East and South region would be an asset (for example Russian and/or Arabic).
- Strong interpersonal skills and capacity to coordinate and work with other teams and multiple stakeholders;
- Capacity to work autonomously with a strong sense of teamwork (i.e. maintaining fluent communication channels with the rest of team and the hierarchy);
- Strong organisational skills;
- Ability to deliver under pressure due to the importance of the file and to cope with heavy and sensitive workload and difficult working conditions.

We propose

- a dynamic, challenging and friendly working environment;
- a varied and very interesting job carried out in cooperation with a wide range of partners inside/outside the DG;
- a full set of learning and training opportunities targeted at the needs of the job.

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



EUROPEAN COMMISSION

Job Description Form

Job description version4 (*Active*)
Job description version374209 in *NEAR.A.1*
Valid from01/01/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Strategic communication Neighbourhood East & South

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EXTERNAL COMMUNICATION (general)

Sensitive job

No

Overall purpose

Under the supervision of an official:

- i) perform public diplomacy actions targeting the EU's Eastern & Southern Neighbourhood through defining, designing and implementing EU-funded assistance on communication activities.
- ii) act as the programme manager for the two NEAR Neighbourhood regional communication programmes, in close coordination within all relevant stakeholders.
- iii) contribute to the development and implementation of a strategic communication framework on the EU's Neighbourhood Policy.
- iv) coordinate Neighbourhood-related press work within DG NEAR, SPP and the Cabinet .

Legal disclaimer

Functions and duties

+ PROJECT MANAGEMENT

- *Develop concept notes and terms of reference for communication projects; define project objectives, activities and results.*
- *Ensure appropriate implementation of contracts by partners/contractors through regular coordination, monitoring of progress and quality of outputs, approval of reports, financial and technical checks and on the spot controls.*
- *Ensure the evaluation of project results and impact.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Act as operational initiating agent for communication projects, including the use of the applicable IT tools (ABAC, CRIS, MIS, etc.)*
- *Prepare and monitor commitment and payment forecasts; define risk level for contracts and payments.*
- *Manage contract award procedures through framework contracts or direct procurement, including drawing up of contracts and contract amendments.*
- *Monitor financial expenditure as reported in cost statements and provide reasonable assurance that claimed costs correspond to the work accomplished.*
- *Prepare contract de-commitment and closures.*
- *Follow-up ex-post checks and audits.*

+ POLICY DEVELOPMENT

- *Design messages and arguments.*
- *Prepare briefings, presentations and reports.*
- *Draft and edit publications and other written material.*
- *Participate in events related to the EU's Neighbourhood policy.*
- *Assess the results and impacts of the strategies and actions and provide feedback for improvement.*
- *Coordinate and participate in the drafting of press material, namely the press releases and Lines-to-Take.*

+ POLICY COORDINATION

- *Provide NEAR units – in particular geographical Units - with expert advice and assistance on communication, notably on the visibility of EU funds and communication about cooperation/ projects.*
- *Establish and maintain contacts with relevant stakeholders, such as EEAS, Member States, universities, NGOs, private and public associations and opinion-forming groups.*
- *Provide support to the Neighbourhood Delegations relating to programme/project implementation, definition of delegations' communication work plans for partner countries in the Neighbourhood, in line with thematic priorities of DG NEAR.*

+ EXTERNAL COMMUNICATION (general)

- *Design and organise large communication events (conferences, seminars, round tables). Coordinate inputs across DG NEAR related to the communication in the Eastern and Southern Neighbourhood.*
- *Contribute to the DG NEAR input to the work of the EEAS East and South strategic communication Task Forces.*
- *Act as a contact point for strategic communication issues and advise Neighbourhood Delegations on communication issues, including the development of written and social-media/ audio-visual material.*
- *Develop concepts and monitor the production of audio-visual and promotional material.*
- *Plan and monitor the implementation of press trips, stakeholders visits and partnership events.*

+ 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"

+ EXTERNAL RELATIONS

Job-Related experience:at least 5 years

Qualifier:essential

Especially in the field of Information & Communication as well as project/programme management.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	C2	C2	C2	C1	C1
English	C2	C2	C2	C2	C2

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT
PROJECT MANAGEMENT
Project monitoring methods and techniques*
- *COMMUNICATION and PUBLICATION
EXTERNAL COMMUNICATION (general)
DRAFTING and (SPEECH)WRITING
PUBLIC RELATIONS, PRESS and JOURNALISM
CONFERENCES and EVENTS*

Competences

- *Analysing and Problem Solving
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
Inquiring mind*
- *Communicating
Ability to communicate in meetings
Ability to understand and be understood
Drafting skills*
- *Delivering Quality and Results
Ability to work in a proactive and autonomous way*
- *Learning and Development
Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising
Coordination skills*
- *Resilience
Perseverance
Stress resistance*
- *Working with Others
Ability to work in a team
Knowledge sharing*

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:

Added value: knowledge of Russian and/or Arabic