



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version409159 in *NEAR.B.2*
Valid from14/06/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - EU policies - Regional Programmes Neighbourhood South in the field of Economic development, including blending

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

The contract agent IV position will, under the supervision of an official, contribute to programming, management, monitoring and evaluation of regional policies and programmes for an Economy that works for people (on issues such as social entrepreneurship and impact finance), including blending under the EFSD+. Work also covers policy analysis and dialogue on economic issues in the region in the context of the Union for the Mediterranean as well as contribution to EU policies and contacts with line DGs.

Legal disclaimer

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming of regional funds in the fields of economic development.*
- *Ensure programme/project identification and formulation in line with programming documents; and in coordination with other donors*
- *Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/ project execution*
- *Monitor overall progress in line with intended results and objectives; propose corrective actions where needed.*
- *Contribute to the assessment of blended finance and EFSD+ guarantee proposals as well as ensuring their additionality, their impact and their alignment with policy priorities for the Neighbourhood South;*
- *Contribute to the cooperation and coordination with International Finance Institutions*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Define project action, objectives, results, and budget; planning of schedules, tasks, deliverables and priorities*
- *Ensure procurement and contracting, including calls for tender, call for proposals, contracts and subventions conventions prepared by the unit, within the agreed timeframe*
- *Assist with all aspects of the procurement process (draft terms of reference, selection process etc.)*
- *Ensure respect of Community rules on correct administrative, contractual and financial management, particularly with regard to procurement rules*
- *Encode entries accurately and comprehensively in CRIS (or equivalent), conduct quality checks of data entered.*

+ HORIZONTAL COORDINATION

- *Liaise with focal points in EU Delegations in Neighbourhood South, relevant units in DG NEAR and line DGs on regional programmes to ensure synergies and coherence with national priorities and bilateral cooperation objectives*
- *Liaise with the EEAS and the Secretariat of the Union for the Mediterranean, to prepare, and follow regional dialogue in the areas covered.*
- *Contribute to the formulation and analysis of the EU external assistance policy; contribute to sector analysis*
- *Contribute to all internal briefings when requested*
- *Co-ordinate and / or respond to inter-service consultations to secure coherence with EU policy framework*
- *Contribute to inter-service consultations and attend meetings.*

+ EXTERNAL RELATIONS

- *Attend relevant sector meetings and regional UFM/Euro-Med working groups in the field of economic development in cooperation with other services/line DGs*
- *Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, economic operators, civil society, etc*
- *Attend donor assistance group meetings and relevant UfM / Euromed dialogue fora.*

+ DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible*
- *Ensure in particular the correct registration and filing of these documents*

Job requirements

Experience"

+ ECONOMIC COOPERATION, PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 5 years

Qualifier: essential

At least 5 years in the field of economic development (regulatory aspect etc): Experience in project management.

+ PRE-ACCESSION and ENLARGEMENT, FINANCIAL INSTITUTIONS and INSTRUMENTS, EU NEIGHBOURHOOD

Job-Related experience: at least 5 years

Qualifier: desirable

Neighbourhood or enlargement regions as well as field experience in a Delegation: Experience of working with financial institutions.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - Financial regulation and procedures
 - Budget monitoring and reporting
 - Research programmes - financial aspects
 - **PROCUREMENT and CONTRACT MANAGEMENT**
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
 - PROCUREMENT
 - Internal procurement procedures and terminology
 - CONTRACT MANAGEMENT
 - Contract monitoring
- **AUDIT, CONTROL and INSPECTION**
 - **RISK ANALYSIS**
 - Risk Analysis, assessment and management
- **EVALUATION and QUALITY MANAGEMENT**
 - **EVALUATION**
 - Evaluation of programmes and projects
 - **QUALITY ASSESSMENT and MANAGEMENT**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - **GENERAL PROGRAM MANAGEMENT**
 - Programme planning and evaluation
 - **PROJECT MANAGEMENT**
 - Project contracts negotiation and monitoring
 - Project monitoring methods and techniques
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**
 - **ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**
 - Administrative rules and procedures of the Institution
- **INTERNATIONAL RELATIONS (generic)**
 - **INTERNATIONAL COOPERATION and DEVELOPMENT**

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*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Quality & process management abilities*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *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:

The DDG2 is responsible for the management of the Southern Neighbourhood, Türkiye, Migration/ Refugees and Security Issues. This includes the supervision of Directorate NEAR.A for the portfolios related to units A1, A2 and A5 and Directorate NEAR.B.

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: