



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version451439 in *INTPA.F.1*
Valid from18/06/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant

Domains

Generic domain

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain

Specific domain

ENERGY POLICIES and TECHNOLOGIES

Sensitive job

No

Overall purpose

Based on the work programme of the Directorate General, the Directorate and the Unit and under the supervision of the Head of Unit (or a Head of Sector) to i) contribute to the activity of the Unit in terms of policy advice and preparation of policy documents (e.g. briefings, policy notes) and thematic events in the fields of sustainable energy and climate change in co-ordination with other EU services and partners; ii) provide technical support to the formulation, implementation and reporting of EU funded interventions in the sustainable energy sectors; iii) manage tenders, management of decisions, contracts, riders and tenders, iv) assist in the coordination with other Units as well as EU institutions and other stakeholders working in the fields of sustainable energy; v) provide analytical inputs as required in line with products being developed under the responsibility of the Unit; vi) contribute to co-creation work on sustainable energy with geo and EU Delegation colleagues, vii) contribute to the strategic thinking and implementation of Global Gateway; viii) contribute to the dialogue with institutional partners (EU Members States, Development Finance Institutions), ix) to support and coordinate the Africa Europe Green Energy Initiative (AEGEI), x) to contribute to the strategic dialogue with EU private sector under the EU Global Gateway Business Advisory Group and Export Credit Agencies and x) to contribute to the yearly programming and reporting exercises of the Unit, including through coordination and consolidation of inputs provided by the Sectors for Energy and Climate Change.

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- Carry out operational tasks necessary for the successful implementation of the sustainable energy cooperation programmes and projects managed by the unit.
- Contribute to the assessment of energy project proposals requesting support under the EU blending framework.
- Manage programmes and projects in all Project Cycle Management stages and contracts in line with the rules and procedures governing the EU budget, including as Encod and Gestope in Commission IT tools (CRIS, OPSYS).
- Report on the implementation and budget execution of the sustainable energy programmes and projects managed by the unit.
- Contribute to the Monitoring and Evaluation, External Annual Monitoring Report, budget forecast exercise
- Work together with EU Delegations, relevant units in the DG, development financiers and global partners, in day-to-day coordination of the activities linked to sustainable energy programmes and initiatives managed by the unit.

+ GENERAL PROGRAM MANAGEMENT

- Contribute to co-creation work on Climate Change and Sustainable Energy, supporting geo and EU Delegation colleagues, to identify, build & develop or mature investment programmes or common actions & policies under the DGs strategic objectives.

+ POLICY COORDINATION

- Contribute to the yearly programming and reporting exercises of the Unit, including through coordination and consolidation of inputs provided by the Sectors for Energy and Climate Change.
- Assist in the coordination of policies and activities falling within the work program of the unit, directorate or directorate general in order to ensure their coherence with other Commission policies.
- Participate in consultations with donor countries and institutions on policy and strategy issues related to the Unit's competence.
- Contribute to the rollout and implementation of Global Gateway in the Climate change and sustainable Energy area of competence of the Unit.
- Co-ordinate policies and activities falling within the work programme of the unit, directorate or directorate general in order to ensure their coherence with other Commission policies.
- Contribute to and participate in consultations with donor countries and institutions on policy and strategy issues related to the unit's competence.

+ POLICY COORDINATION

- Organise regular meetings with Member States, other stakeholders and experts to discuss matters relating to the energy sector.

+ POLICY DEVELOPMENT

- Contribute to developing and formulating policies, strategies, concepts and guidelines relevant to the specific tasks of the job and the unit's activities, notably in access to modern energy services.
- Contribute to the formulation/adaptation of new or existing policies and strategies relevant to the unit's area of activity and coherent with other Commission policies.
- Integrate and mainstream policies and issues into country and regional programming.
- Assist Delegations and relevant units in the Directorate General in implementing strategies adopted in country and regional programmes and facilitate the adoption of additional measures to improve sustainability.

+ INTER-SERVICE COORDINATION and CONSULTATION

- Participate in inter-service co-ordination meetings and support Inter-service Consultations replies to other Units, Directorates and Directorate Generals to secure policy coherence with the help of EC IT tools (Decide, Ares, BASIS, etc.).
- Participate, as a member of interservice working groups, or through preparing or coordinating written contributions, in the follow-up of matters related to the areas of responsibility of the energy sectors of the Unit.
- Consult other associated DGs and participate in inter-service co-ordination meetings.
- Examine and respond to Inter-Service Consultations from other units, directorates and directorate generals to secure policy coherence.

+ EXTERNAL COMMUNICATION (general)

- Provide information about and explain the policies, strategies and activities of the unit, directorate or directorate general to third parties within the Commission, Member States, donor organisations and the wider public.

Job requirements

Experience"

+ CLIMATE CHANGE, GENERAL PROGRAM MANAGEMENT, SUSTAINABLE USE of ENERGY, ENERGY POLICIES and TECHNOLOGIES

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	B2	B2	B2	B2	B2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 BUDGET and FINANCE
 Budgetary rules and procedures
 PROCUREMENT and CONTRACT MANAGEMENT
 CONTRACT MANAGEMENT
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 GENERAL PROGRAM MANAGEMENT
- **ENERGY POLICIES and TECHNOLOGIES**
 SUSTAINABLE USE of ENERGY
 Energy and sustainable development
 RENEWABLE ENERGY
- **COMMUNICATION and PUBLICATION**
- **INTERNATIONAL RELATIONS (generic)**
 EXTERNAL RELATIONS
 INTERNATIONAL COOPERATION and DEVELOPMENT
 Cooperation and development aid

Competences

- *Analysing and Problem Solving*
- *Communicating*
 - Ability to understand and be understood*
 - Capacity to communicate technical or specialised information*
 - Capacity to present issues to an audience*
 - Drafting skills*
- *Delivering Quality and Results*
 - Ability to identify user's needs*
 - Ability to work in a proactive and autonomous way*
- *Learning and Development*
 - Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
 - Capacity to deliver in a structured way*
 - Coordination skills*
- *Working with Others*
 - Ability to work in a team*

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: