



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version448213 in *NEAR.D.5.003*  
Valid from02/05/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Manager - Reform and Growth Facility

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

PRE-ACCESSION and ENLARGEMENT

**Sensitive job**

No

**Overall purpose**

Overall management of the Commission Financing Decision implementing the Reform and Growth Facility for the Western Balkans including administrative follow-up and amendments as required, support to the coordination of the payment requests assessments, monitoring of its implementation and reporting to the Council and the European Parliament. Participation as appropriate to the overall coordinating role of the sector concerning financial assistance for the Western Balkans for DG NEAR Directorate D.

**Legal disclaimer**

## Functions and duties

### + POLICY COORDINATION

- *In the context of the implementation of the Reform and Growth Facility for the Western Balkans, to participate with a coordinating role in the regular policy dialogue with the countries for the implementation of their Reform Agendas, including coordinating the assessments of the bi-annual payment requests.*
- *To organise internal quality review meetings, inter-service consultations and other consultations as needed to review the progress towards the implementation of the reforms and of the quantitative and qualitative steps of the Reform Agendas.*
- *To provide assistance to Directorate D geographical units and to the EU Delegations with information and analytical assessments concerning the Reform and Growth Facility*
- *To coordinate with other services in charge of other pillars of the Growth Plan for the Western Balkans and with the implementation of the Instrument for Pre-accession Assistance*
- *To participate as required to the overall activities of the sector dealing with 'planning, reporting and coordination for Western Balkans of the instrument for Pre-accession assistance'*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To manage the Financing Decision, the Facility agreements and the loan agreements representing the legal framework for the implementation of the Reform and Growth Facility.*
- *To ensure that the legal framework is and remain consistent and compliant with the Regulation establishing the Reform and Growth Facility*
- *To contribute to the preparation and subsequent monitoring of the Delegated acts foreseen in the Regulation.*
- *To make sure that all reporting obligations vis-à-vis the beneficiaries and the Commission and vis-à-vis the Commission and the co-legislators are fulfilled timely and with the adequate quality of information.*
- *To monitor some budgetary aspects of the implementation of the Facility (commitments, contracting and payments forecasts, BIP, KPIs etc) as appropriate.*
- *To monitor together with relevant DG NEAR services that the beneficiaries keep adequate control systems in place, ensuring sound financial management of the funds received from the Facility.*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To support/coordinate regarding visibility /communication material (factsheets, factographs, etc) concerning financial assistance under the Facility , in partnership with the relevant DG NEAR services.*

### + PROCUREMENT and CONTRACT MANAGEMENT

- *Prepare and manage tenders, calls for proposals and other contract award procedures that may be required from the technical assistance budget of the Reform and Growth Facility.*
- *Ensure the follow-up of the performance of contractors, monitor contractual obligations and the implementation of the activities. Provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests.*

## Job requirements

### **Experience"**

#### + PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

### **Languages**

03/05/2024

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

### **Knowledge**

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*PROCESS MANAGEMENT*  
*Process monitoring methods and techniques*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*  
*IT tools for OFFICE AUTOMATION*  
*Word*
- *INTERNATIONAL RELATIONS (generic)*  
*INTERNATIONAL COOPERATION and DEVELOPMENT*  
*Cooperation and development aid*

### **Competences**

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Capacity to communicate technical or specialised information*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Eye for detail / Accuracy*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Ability to work in a team*  
*Sociability skills*

<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:*

03/05/2024

**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 jobholder may be proposed for a posting to a Delegation of the Commission. He/she should be fully aware of the Commission decision SEC (1997)605 of 8 April 1997 on the obligation to serve in a delegation.