



EUROPEAN COMMISSION

Job Description Form

Job description version 15 (*Active*)
Job description version 375714 in *NEAR.D.1.001*
Valid from 16/05/2023 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Rule of Law Policy for Western Balkan countries.

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Planning, formulating and implementing Instrument for Pre-Accession Assistance (IPA) Multi-country programmes on Rule of Law, Security, Migration and Reconciliation, primarily in the areas Rule of Law and policy formulation in support of EU enlargement policy for the Western Balkans.

Legal disclaimer

Functions and duties

+ POLICY DEVELOPMENT

- *Under the guidance of the Head of Sector, contribute to regional policy development and propose policy engagement on thematic areas covered by portfolio, in line with the enlargement policy and in liaison with geographic and thematic units.*
- *Follow closely policy developments on thematic areas covered by the portfolio in order to identify scope for possible IPA programmes and/or policy actions.*
- *Act as unit focal point for regional thematic policies under the areas covered by the portfolio, ensuring information flow and advising as required the Head of Sector, the Head of Unit and the Deputy Head of Unit, including by drafting speeches and talking points. Attend relevant meetings with relevant Commission services (DGs JUST, HOME, INTPA, etc), the EEAS, the Council working groups and the European Parliament and ensure appropriate follow-up..*
- *Participate as required in the consultation process for the Enlargement Package and support as needed the drafting of the Commission's Communication on EU Enlargement Policy. Initiate and contribute to briefings for the hierarchy, Lines To Take, background and policy notes, internal reporting, etc.*
- *Contribute to inter-service consultations, replies to European Parliament questions and coordinate the Unit's inputs under the thematic areas of the jobholder's portfolio.*
- *Coordinate as appropriate and upon request, follow-up of general WB regional issues, including cross-sectoral horizontal matters.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Support the work of the Rule of Law, Security, Migration and Reconciliation Section at the level of strategic planning and programming.*
- *Design regional strategies and programming of Multi-country programmes including through drafting of programming documents (Financing Decision and Action Documents with logical framework) in the thematic areas covered by the portfolio, in particular Rule of Law (Council of Europe Facility) and Democracy*
- *Co-ordinate with EU Delegations, EEAS/Commission services on Multi-country programming to ensure policy coherence. Coordinate project objectives and activities with other EU funded actions in the beneficiary region.*
- *Engage in the programming of bilateral programmes in the beneficiary region in the thematic areas covered by the portfolio, in view of ensuring policy coherence.*
- *Provide inputs and contributions to Commission reports, websites, annual progress reports and enlargement strategy as relevant.*
- *Contribute to the unit's overall strategic objectives, policy development, work programme and specific objectives, including to coordinate across sectors, as appropriate.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Programme Manager in charge of the thematic portfolio covering Rule of Law and Democracy. Other thematic portfolios under the remit of the unit might be assigned to the jobholder as relevant.*
- *Act as Operational Initiator for all programmes under the responsibility of the job holder.*
- *Design and manage all aspects of procurement processes (calls for tenders, calls for proposals and other contract award procedures) including drafting of ToRs, negotiating directly awarded contracts launching procurement procedure, participating in evaluation committees, awarding contract etc.*
- *Prepare any relevant amendments and periodically review the need for additional measures .Follow up and solve problems connected to implementation issues related to programmes under the portfolio.*
- *Provide information for audit by Commission services or the European Court of Auditors. Initiate and manage external monitoring and evaluations of programmes and projects. Disseminate results as relevant, including to ensure programmes provide adequate visibility and communication on EU assistance.*
- *Initiate and manage external monitoring and evaluations of programmes and projects. Disseminate results as relevant, including to ensure programmes provide adequate visibility and communication on EU assistance.*

+ EXTERNAL RELATIONS

- *Liaise with beneficiaries on aspects concerning programmes and/or projects under the responsibility of the task manager.*
- *Support and participate in institutional strategic engagements and policy dialogues with multilateral and regional institutional partners, such as the Council of Europe, the Organization for Security and Co-operation in Europe, ensuring coherence between programmatic and policy engagements.*
- *Develop and maintain contacts with beneficiary administrations and institutions, EU Delegations and country teams in relevant DGs.*
- *Participate in/organise conferences, public events, visits, assessments and monitoring. Participate with Commission officials, as appropriate, in Council Working Groups or other meetings with regard to discussions on the regional thematic areas of competence of the jobholder, as well as on preparation and implementation of IPA MCP programmes.*
- *Organise and participate, and in consultation with partners in the preparation and implementation of IPA MCP programmes.*
- *Provide information for audit by Commission services or the European Court of Auditors.*

+ INTERNAL COMMUNICATION (general)

- *Develop and maintain contacts with EU Delegations and line DGs*
- *Ensure visibility and reporting on the activities of the Unit, and programmes related to Rule of Law and Democracy, in particular.*

+ BUSINESS MANAGEMENT and PLANNING

- *Support Head of Sector in horizontal coordination tasks, particularly in his/her absence and deputise for him/her in his/her absence.*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Provide support to Head of Sector for horizontal coordination tasks within the sector.*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Expérience dans un ou plusieurs des domaines indiqués. Expérience de terrain ou en

Délégation : souhaitable. Expérience diversifiée (secteurs public/privé, UE / pays en voie de développement) : souhaitable.

Languages

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

Knowledge

- PROGRAM / PROCESS / PROJECT MANAGEMENT
 - PROJECT MANAGEMENT
 - Project 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
 - 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
 - Sociability skills

Job Environment

Organisational entity

Presentation of the entity:

24/07/2024

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:

1 to 2 missions a month

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: