



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version453640 in *NEAR.D.3.DEL.Albania.003*
Valid from18/10/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Reform and Growth Facility - Justice, Home Affairs and Good Governance

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of an official, to take forward the implementation of the Growth Plan for the Western Balkans, with focus and specifically for Albania, including through the coordination of policy dialogue and of monitoring and assessment of progress in the fulfilment of the qualitative and quantitative steps set out in the partner countries' respective Reform Agendas, as well as coordination of the related decision making and financial workflows for disbursements, with a specific focus on Pillar 5 (Rule of Law), public administration reform, land governance/property rights and anti-corruption.

Under the supervision of an official, manage the relevant programmes of support to European Integration ensuring that the EU Integration support and the Growth Plan are coherent and mutually supportive to promote the alignment of Albanian legislation and regulations to the relevant EU acquis.

Functions and duties

+ POLICY ANALYSIS

- Carry out the following duties under the supervision of an official
- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern
- Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA)
- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Carry out the following duties under the supervision of the Head of Section OPS I. Initiate and process all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file) and of budget support
- Encode contracts and give an "operational visa" (GESTOPE) on documents where required
- Monitoring ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed
- Provide 'Certified correct' for payments
- Ensure de-commitment and closures of commitments
- Maintain contacts with other donors active in the country

+ INTERNAL COMMUNICATION (general)

- Carry out the following duties under the supervision of an official
- Monitor and report on sectoral issues to Team Leader/ Head of Section (including Early Warning on potential disputes)
- Timely Reporting related to sector reports, bi-monthly, Annual reports and ad-hoc reports related to the sectors covered as well as input for sub-committees, IPA MC, SAA etc
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)

+ EXTERNAL COMMUNICATION (general)

- Carry out the following duties under the supervision of the Head of Section OPS1
- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EC activities in the country
- Extract and disseminate "best practice" and facilitate exchange of experiences
- Input for or occasionally drafting of briefings and speeches

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 5 years

Qualifier: essential

7 years as an advantage

Languages

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

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*

Competences

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: