



## EUROPEAN COMMISSION

### Job Description Form

Job description version12 (*Approved*)  
Job description version249955 in *NEAR.C.1*  
Valid from01/08/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Programme Assistant - Local economic development and Private sector development

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, design, formulate and ensure the implementation of regional actions in the areas of local economic development and private sector development for partner countries in the Eastern Neighbourhood and provide thematic support for bilateral actions and reforms in these areas. Assignments may also include contribution to the climate change portfolio of the unit.

**Legal disclaimer**

## **Functions and duties**

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Within the 'economic development, connectivity and green transition' team, contribute to the programming of regional funds notably in the fields of local economic development, private sector development. Assignments may include contributions to the management of climate-related portfolio of the unit .*
- *Ensure programme/project identification and formulation in line with programming documents; and in coordination with other donors and international organisations.*
- *Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/ project execution, including risk management*
- *Monitor overall progress in line with intended results and objectives; propose corrective actions where needed.*

### **+ POLICY COORDINATION**

- *Ensure coherent follow-up of relevant aspects of the implementation of the EU enlargement policy and the European Neighbourhood policy as regards local economic development and private sector development, including in the context of the accession process and Eastern Partnership deliverables and the monitoring of their implementation.*
- *Liaise with focal points in EU Delegations in Neighbourhood East on regional/multi-beneficiary actions to ensure synergies and coherence with national priorities and bilateral cooperation objectives and reforms.*
- *Coordinate and/ or respond to inter-service consultations to secure coherence with the EU policy framework*
- *Contribute to the formulation and analysis of the EU external assistance policy; contribute to sector analysis*
- *Contribute to all internal briefings when requested*
- *Contribute to inter-service consultations and attend meetings.*

### **+ EXTERNAL RELATIONS**

- *Prepare, steer and attend relevant sector meetings and regional meetings in the context of the Eastern Partnership in the field of local economic development, private sector development (and to some extent climate policies) 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 Eastern Partnership dialogue fora*

### **+ 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/OPSYS (or equivalent), conduct quality checks of data entered.*

### **+ INFORMATION and 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*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Provide back-up support for absent colleagues on the basis of clear instructions and hand-over notes.*
- *Perform any other tasks requested by the Head of Unit.*

**Job requirements**

**Experience"**

**Languages**

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

**Knowledge**

- *FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT  
PROJECT MANAGEMENT  
Project monitoring methods and techniques*
- *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*
- *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*

**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:*