



## EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)  
Job description version449074 in NEAR.D.3  
Valid from01/06/2024until

### 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**

Under the supervision of an official, to take forward the implementation of the Growth Plan for the Western Balkans, for Albania and North Macedonia, 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.

**Legal disclaimer**

## **Functions and duties**

### **+ INTER-INSTITUTIONAL RELATIONS**

- *Maintain relations, coordination and contacts with other Commission services, EU institutions for decision-making implementation and reporting on the Growth Plan when it comes to countries under the responsibility of the Unit*
- *Participate in relevant meetings with other EU institutions and/or EU Member State representatives*
- *Prepare and / or attend meetings, follow up discussions of the European Parliament and / or its Committees and the Council of the European Union, Coreper and/or relevant working parties. Draft reports of meetings and transmit relevant documents*

### **+ POLICY ANALYSIS**

- *Contribute to the reporting activities on the Growth Plan for the Western Balkans, including in particular the annual report*
- *Analyse and monitor EU policies concerning countries under the responsibility of the Unit in the context of the Growth Plan for the Western Balkans*
- *Contribute to relevant briefings, notes and assessments*
- *Monitor major policy developments in the European Integration process of countries under the responsibility of the Unit in the context of the Growth Plan*
- *In the context of the implementation of the Reform and Growth Facility for the Western Balkans, to participate in the regular policy dialogue with the countries for the implementation of their Reform Agendas, and to coordinate the processing of the bi-annual payment requests upon the fulfilment of the quantitative and qualitative steps of the Reform Agendas*

### **+ POLICY COORDINATION**

- *To participate in 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 coordinate with and monitor quality of the EU Delegations' 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 in charge of planning, reporting and coordination with the implementation of the Instrument for Pre-accession Assistance*
- *To coordinate with colleagues in other units for Western Balkans of the instrument for Pre-accession assistance*
- *To back up for other members of the unit as necessary*
- *To apply the Commission's document management rules regarding documents for which s/he is responsible, following the instructions of the Unit and with the help of the DMO Correspondent; ensure in particular the correct registration and filing of documents*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To contribute to the preparation and subsequent monitoring of the Delegated acts foreseen in the Regulation, and notably ensure that the legal acts and agreements remain consistent and compliant with the Regulation establishing the Reform and Growth Facility*
- *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 provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests as well as ensure timely adjustments, reviews, requests for prior approvals, derogation from rules and procedures, re-allocations and extensions of deadlines and disbursement*
- *To monitor together with relevant DG NEAR services a number of indicators regarding the implementation of the Facility (commitments, contracting and payments forecasts, BIP, KPIs etc) and control systems that beneficiaries should keep in place, ensuring sound financial management of the funds received from the Facility*
- *To support/coordinate regarding visibility /communication material (factsheets, factographs, etc) concerning financial assistance under the Facility , in partnership with the relevant DG NEAR services*

**Job requirements**

**Experience"**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:essential

**Languages**

	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)
  - PRE-ACCESSION and ENLARGEMENT
  - INTERNATIONAL COOPERATION and DEVELOPMENT
    - *Cooperation and development aid*

## **Competences**

- *Analysing and Problem Solving*
  - *Capacity to analyse and structure information*
- *Communicating*
  - *Ability to understand and be understood*
  - *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*

## **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:*

The post is financed under the Western Balkan Facility and limited in time. The end date of the post is expected to be 31 December 2027, subject to budget availability.