



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste7 (*Approuvé*)
Version descriptive du poste 139126 dans *INTPA.A.5.DEL.South Africa.003*
Valable à partir de 02/11/2024 jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Gestionnaire de programmes

Domaines

Primaire

COOPÉRATION INTERNATIONALE et DÉVELOPPEMENT

Intermédiaire

Secondaire

Poste sensible

Non

Finalité générale

To advise on and manage, under the supervision of the Head of Cooperation and the Team Leader, the implementation of Global Gateway projects and programmes with South Africa and, where relevant, with neighbouring countries in the fields of renewable hydrogen, Critical Raw Material, batteries/EVs, accelerating structural reform and economic recovery, and sustainable finance, including through involvement in the management of relevant regional programmes. He/she will assist in policy analysis, programming, representation and reporting. Also on related horizontal issues, such as strategic reports, budget analysis, Risk Management Framework + or SDGs related policies. To support in the identification, design and assessment of release conditions of budget support operations, and coordination of the new value chains, identifying opportunities for action in the context of Global Gateway.

To provide input to the related dialogues between South Africa and EU, such as the macroeconomic or trade and investment. To undertake other assignments as reasonably requested.

Fonctions & responsabilités

+ ANALYSE des POLITIQUES

- 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 definition of a sector strategy for the European Union, e.g: Country Strategic Paper (CSP), National Indicative Programme (NIP).

+ COMMUNICATION INTERNE (général)

- Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Headquarters on sectoral issues, as well as in response to any specific requests.

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in the host countr(y)(ies), if and when such programmes are decided in the programming process.
- Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).
- Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed. Evaluate projects.
- Maintain contacts with other donors active in the host country
- Operational initiator in Commission's electronic database – CRIS and full documentation of all transactions in the system. Encode entries accurately and comprehensively in CRIS and give an "operational visa" on documents where required.
- Conduct the quality checks (e.g. accuracy and comprehensiveness) of data entered in CRIS.

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.
- Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.
- Deal with horizontal activities, concertation and networking aspects of the programme and its projects.

+ REPRÉSENTATION, NÉGOCIATION et PARTICIPATION

- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official actors.
- Prepare and assist in missions from Headquarters.

+ COMMUNICATION EXTERNE (général)

- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange of experiences.
- Contribute to the production of publications and updating of websites.

Exigences du poste

Expérience

+ ÉCONOMIE, MACROÉCONOMIE, RELATIONS EXTÉRIEURES, GESTION de PROJETS, PROGRAMMES et PROCESSUS, COOPÉRATION INTERNATIONALE et DÉVELOPPEMENT

Expérience relative au poste: au moins 5 ans

Degré un avantage

Formal education, which corresponds to completed university studies of at least three years' duration attested by a diploma preferably in one of the following areas: Economics, Social Science, Political Science. A solid academic or professional experience in (macro-) economics is a strong advantage. Understanding of project management is necessary and experience in a Delegation would be an advantage. Understanding of budget processes and planning, links to delivery of public goods and services as well as good knowledge of development issues, the EU's external relations policies and the region would be an advantage.

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C1	C1	B2	B2	B2
Français	B1	B1	A2	A2	A2

Connaissances

- **ÉCONOMIE**
ÉCONOMIE – DOMAINES d'APPLICATION PARTICULIERS
Économie internationale
Économie du développement
MACROÉCONOMIE

Compétences

- *Analyse et résolution de problèmes*
Créativité
- *Qualité et résultats*
Conscience professionnelle
Souci du détail et de la précision
- *Apprentissage et développement*
Flexibilité (ouverture à l'égard de nouvelles exigences, de nouvelles technologies, de nouvelles cultures, de nouvel environnement, etc.)
Développement de soi-même
- *Persévérance*
Persévérance
Résistance au stress
- *Travail d'équipe*
Capacité de travailler dans une équipe
Confidentialité
- *Capacités d'encadrement*
Vision globale (360°)

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

Heures de travail atypiques

Poste spécialisé

Missions

Fréquentes, c'-à-d. 2 ou plus de missions / mois

Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Sujets en rapport avec le lieu de travail, la santé et la sécurité

Environnement bruyant

Effort physique / manutention

Travail avec des produits chimiques / biologiques

Aire de radioprotection

Utilisation de matériel de protection individuelle

Autres

Commentaires:

Autre

Commentaires: