EUROPEAN COMMISSION
Job Description Form

Job description version1 (Approved)
Job description version405023 in NEAR.D.5.001
Valid from01/10/2022until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIII</td>
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<tr>
<td>Job title</td>
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<tr>
<td>Programme Assistant</td>
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<tr>
<td>Domains</td>
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<tr>
<td>Generic domain</td>
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<tr>
<td>PRE-ACCESSION and ENLARGEMENT</td>
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<td>Intermediate domain</td>
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<td>EU NEIGHBOURHOOD</td>
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<td>Specific domain</td>
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<td>Sensitive job</td>
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<tr>
<td>No</td>
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<tr>
<td>Overall purpose</td>
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<td>Under the supervision of an Official to analyse, elaborate and/or modify programmes/projects in the framework of the &quot;Civil Society Facility and Media&quot;, including on Roma issues. Prepare and monitor the implementation of programs and projects in accordance with the priorities identified in the strategic documents and multi-annual programming, project cycle management criteria and other EU policies.</td>
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Legal disclaimer
Functions and duties

POLICY DEVELOPMENT

- Contribute to policy development on democracy support, civil society, governance and fundamental rights in line with the EU enlargement policy
- Follow closely policy developments on civil society and democracy in order to identify scope for possible IPA MCP programmes
- Attend relevant meetings with relevant DGs treating inter-service consultations and briefings
- Initiate and contribute to briefings for the hierarchy, LTT, background and policy notes, internal reporting, etc.
- Coordinate, as appropriate, follow-up of general Western Balkans Regional Issues, inc cross-sectoral or other horizontal matters.

PROCUREMENT and CONTRACT MANAGEMENT

- Prepare and manage tenders, calls for proposals and other contract award procedures
- Draft and/or approve the terms of reference and/or the applications for contracts concluded under these programmes
- Manage technical and financial aspects of contracts; Prepare contracts for signature;
- Ensure the follow-up on the performance of beneficiaries. Monitor the implementation of activities and ensure compliance with contractual obligations (through field missions, periodic reviews, audits, reports and assistance measures etc.).
- Analyse the results and recommendations of the evaluation reports and audits and provide adequate follow up by ensuring they are taken into account;
- Provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests.

GENERAL PROGRAM MANAGEMENT

- Contribute to the Strategic Planning and Programming of the Multi-country Programmes and in particular of the Civil Society Facility (CSF). Analyze and elaborate proposals for programmes/projects in close cooperation with the delegations, competent bodies of the partner countries and geographical coordination units.
- Ensure that the assistance activities within the assignment are implemented in accordance with the principles of effectiveness, efficiency and economy.
- Provide technical and financial supervision of programme implementation and monitor the project conditions. Follow up and solve problems connected to implementation issues related to these programmes.
- Seek to maintain coherence of assistance activities under multi-country programmes on the one hand and activities under the national assistance programmes on the other.
- Consider cross cutting issues and in particular gender mainstream all actions in the programming and contracting stage.

GENERAL PROGRAM MANAGEMENT

- Prepare, manage and monitor calls for tenders, calls for proposals and other contract award procedures in close collaboration with the unit "Finance, Contracts and Audit”.
- Attend evaluation committees for tenders and calls for proposals.
- Support the technical and financial aspects of contracts relating to the preparation and implementation of projects.
- Monitor the implementation of projects, the performance of managers and partners, ensure compliance with contractual obligations (through field missions, periodic reviews, audits, reports and assistance measures etc.).
- Coordinate and ensure the initiation or operational audit of contracts.
- Analyze the results and recommendations of the evaluation reports and audits and provide adequate follow up by ensuring they are taken into account into future programming.
+ **EXTERNAL RELATIONS**
  - Ensure liaison with beneficiary country on aspects concerning cooperation programmes/projects
  - Maintain contacts with beneficiary administrations and institutions.

+ **INTERNAL COMMUNICATION (general)**
  - Maintain contacts with the operational sections of Commission Delegations in the candidate countries and potential candidates.
  - Visibility and reporting on the activities of the Unit and the Regional/Multi-country Programmes.

+ **INFORMATION and DOCUMENT MANAGEMENT**
  - Register, file, store documents on any support in the appropriate systems, under supervision of the document management officer (DMO) or head of document administration center (CAD).
  - Provide the files and documents needed for current work.
  - Apply the rules for document management and archives.
  - Arrange files and records.
  - Receive, maintain, locate, access documents and records.

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**Job requirements**

**Experience**

+ **PROCUREMENT and CONTRACT MANAGEMENT**
  Job-Related experience: at least 3 years
 Qualifier: desirable

**Languages**

<table>
<thead>
<tr>
<th></th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
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<tbody>
<tr>
<td>English</td>
<td>C1</td>
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Knowledge

- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
  - PROCUREMENT and CONTRACT MANAGEMENT
  - CONTRACT MANAGEMENT
- LAW
  - LEGAL ANALYSIS, ADVICE and ASSISTANCE
    - Analysis of legal and contractual documents
- AUDIT, CONTROL and INSPECTION
  - GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)
- PROGRAM / PROCESS / PROJECT MANAGEMENT
  - Projects and programmes
  - PROJECT MANAGEMENT
- COMMUNICATION and PUBLICATION
  - MISSIONS, MEETINGS and VISITS (incl Protocol Service)
    - Missions, seminars, meetings (budgetary aspects)
- IT TOOLS for SPECIFIC APPLICATION AREAS
  - IT tools for OFFICE AUTOMATION
    - Word
  - IT tools and systems for HRM
    - MIPS (Missions Integrated Processing System)
    - Syasper: Time Management / FlexiTime
  - IT tools and systems for ARCHIVES, MAIL and DOCUMENT MANAGEMENT
    - Ares
  - IT tools for (INFO)GRAPHICS
    - Page-layout tools
- INTERNATIONAL RELATIONS (generic)
  - PRE-ACCESSION and ENLARGEMENT
    - Enlargement
  - EXTERNAL RELATIONS

Competences

- Communicating
  - Ability to understand and be understood
  - Drafting skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Client orientation
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
  - Self-development
- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity
- Resilience
  - Perseverance
  - Stress resistance
- Working with Others
  - Ability to work in a team
  - Confidentiality
  - Knowledge sharing
  - Sociability skills
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: