Vacancy notice

Job description type: Programme Assistant in NEAR D5.001

Job number: 405023

We are

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies. By implementing assistance actions in the Western Balkans and Turkey, and in Europe's Eastern and Southern neighbourhood, DG NEAR supports reform and democratic consolidation, and strengthens prosperity, stability and security. DG NEAR promotes EU values, policies and interests, while developing the special relationship of the EU with its neighbouring countries.

As regards EU enlargement, DG NEAR assists countries with a perspective to join the EU in meeting the criteria defined by the Treaty of European Union and the European Council. DG NEAR monitors the progress of enlargement countries in this regard, and supports accession negotiations as required by the Council, focusing on rule of law, economic governance and public administration reform. It also manages the bulk of the Union’s financial and technical assistance to these countries.

Unit NEAR D5 promotes regional cooperation between the countries of the enlargement zone, including implementation of the Economic Investment Plan. The unit is in charge of programming and managing the Instrument for Pre-Accession Assistance multi-country assistance in support of EU policy to the enlargement countries in areas such as economic growth and connectivity, civil society and media, social inclusion, human capital development, etc.

The unit currently employs some 30 staff. The main working language of the Unit is English.

We propose

- An interesting and challenging post as programme assistant in the team dealing with Civil Society, Social Inclusion and Human Capital, with a focus on Roma issues.

- The opportunity to manage IPA funded programmes implemented in the Western Balkans and Turkey

- Collaboration with a wide range of partners in Civil Society as well as International Organisations, EU Agencies and others.

- The prospect to develop thematic expertise in areas such as Roma issues, gender, environment, children, people with disabilities, LGBTI – the portfolio is continuously evolving

- A dynamic work environment with many opportunities for personal development

- A full set of learning and training opportunities targeted to the needs of the job
We look for

A dynamic colleague to manage the various phases of programming and project implementation related to the areas covered by the team.

S/he should have knowledge of and experience in project management, including financial management, and preferably good knowledge of the Financial Regulation (grant contracts) and the Practical Guide to Contract Procedures for EC External Actions. Experience of the challenges facing countries in transition, and of topics such as democracy, anti-discrimination and social inclusion, will be an asset.

Good command of relevant IT tools related to the function would be important.

Relevant working experience in the Commission or EU Delegations is also an asset, as is relevant professional experience in the field of external relations.

Only FG IV and FG III contract agents in the Commission, candidates from the FG IV and FG III EPSO CAST valid reserve list or candidates registered as FG III & IV in the EU CV online database may apply.