



EUROPEAN COMMISSION

Job Description Form

Job description version1 (Active)
Job description version467454 in ENEST.C.DEL.Turkiye.005
Valid from01/02/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Human and Social Development

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under supervision of the Head of Cooperation and/or Head of Section, ensure effective and efficient programming and implementation of financial assistance, as well as policy analysis and monitoring of legislative alignments in the area of human and social development (employment, social protection, education, and health).

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ POLICY DEVELOPMENT

- *To contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA) and the programmes related to the assistance to refugees in Türkiye (previously known as the Facility for Refugees in Turkey - FRiT)*
- *To monitor the reform process in the concerned fields in Türkiye in light of the EU acquis and/or the EU's position on migration and to report on these developments*
- *To screen and report regularly on significant sector legislative and implementation developments in the area of human and social development (education, labour market, social protection, etc.), including impact on refugees*
- *To contribute to the programming, identification and appraisal of programmes/projects in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process*
- *To support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern*

+ EXTERNAL RELATIONS

- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the EU Delegation's objectives for the visibility of European Commission activities in the country*
- *To contribute to publications and the website of the EUD, drafting answers to requests for information, writing of draft press articles or draft press releases*
- *Extract and disseminate "best practice" and facilitate exchange of experiences*
- *Prepare briefings, notes, speeches and other communications for the hierarchy*
- *Prepare and assist in missions from Headquarters and/or missions of the EU Delegation's senior management*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To ensure sound project and financial management of projects under the responsibility of the project manager*
- *To initiate and process all aspects of the procurement process for centralised/deconcentrated contracts (e.g. preparing contract files, addenda, processing of narrative reports, payment files, drafting Terms of Reference), and exercise of the ex-ante control and contract management for contracts under indirect management with the beneficiary country (IMBC)*
- *To encode contracts, contract addenda, payment files, and give an "operational visa" (GESTOPE) on documents where required, as well as 'certified correct' for payments when needed*
- *To monitor project implementation and propose actions if/when needed; attend management and other relevant meetings, and contribute to the necessary reporting and follow-up of the programmes (including encoding and managing information in relevant systems such as MIS, CRIS/OPSYS, etc.)*
- *To contribute to the evaluation and audit of EU-funded projects and programmes and to ensure that recommendations are followed-up*
- *To correctly apply the European Commission's rules on programme and contract closure and on proper document management*

+ INTERNAL COMMUNICATION (general)

- *To contribute regularly and timely to the EU Delegation's reporting to HQ on sectoral issues, as well as to any specific requests*
- *To ensure that hierarchy is timely informed about challenges in project implementation*
- *Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by the superior(s)*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:essential

At least 5 years of experience in project design and management in the human and social development sector (e.g. social welfare/cash assistance programmes, social protection, education/skills development, vocation education and training, active/social inclusion, active labour market actions and job creation

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

At least 3 years' experience in EU external assistance procedures (PRAG)

+ EU/INSTITUTION-SPECIFIC FUNDING and RULES

Job-Related experience:at least 3 years

Qualifier:essential

Previous experience in an EU Delegation is desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

Knowledge

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
 - *BUDGET and FINANCE*
 - *Financial regulation and procedures*
 - *Cooperation and development aid - financial aspects*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING*
 - *IT tools for OFFICE AUTOMATION*
 - *Excel*
 - *Outlook*
 - *Powerpoint*
 - *Word*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
 - *EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- *INTERNATIONAL RELATIONS (generic)*
 - *EXTERNAL RELATIONS*
 - *INTERNATIONAL COOPERATION and DEVELOPMENT*
 - *Project / process management in the cooperation field*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
- *Communicating*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Ability to work in a proactive and autonomous way*
 - *Accountability*
 - *Quality & process management abilities*
- *Learning and Development*
 - *Flexibility (openness towards new demands, etc.)*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
- *Leadership*

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: