



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version 467268 in
ENEST.C.DEL.Turkiye.003 Valid from 01/12/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - Monitoring and Evaluation

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

EVALUATION and QUALITY MANAGEMENT

Sensitive job

No

Overall purpose

Under supervision of the Head of Section of Coop 1 (civil society, fundamental rights, home affairs and judiciary), to contribute to projects management in the areas covered by the civil society and fundamental rights as well as the monitoring/reporting and closure of EU financial assistance under the responsibility of the Cooperation 1 section. To contribute to the coordination, monitoring and reporting tasks related to the implementation of EU financial assistance managed by the Cooperation 1 section for both internal (EAMR, QFAR, AMP) and external (joint and sectoral monitoring committee meetings, sub-committees); dimensions, to contribute to and ensure the identification, preparation and management of monitoring and evaluation activities related to the assistance management by the EU Delegation and with a view to balance the workload within Cooperation 1 section, may be in charge of the implementation of some grants or service contracts in the field of civil society or fundamental rights.

Functions and duties

+ PROGRAM MANAGEMENT and MONITORING

- *Contribute to the monitoring and evaluation of EU funded projects and programmes in response to the refugee crisis (EU Additional Refugee Support, Instrument for Pre-Accession Assistance etc.) in close cooperation with relevant services in Headquarters, and to ensure that recommendations are followed-up.*
- *Monitor ongoing projects, attend management and monitoring meetings, contribute to the elaboration of reports on projects and to the formulation of action if and when needed*
- *Contribute to the preparation of relevant monitoring committees under the IPA framework.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Contribute to operational initiation of all aspects of procurement of interventions (drafting of project documentation, ToRs, tender dossiers, Call for Proposals, etc.), contracting and payment processes.*
- *Ensure operational initiation of contracts, including giving the operational initiation visa (GESTOPE)*

+ EVALUATION and QUALITY MANAGEMENT

- *Contribute to the results-based monitoring and reporting on the implementation of the EU Additional Refugee Support (formerly facility for refugees in Turkey) and Pre-accession assistance, as relevant.*
- *Contribute the design and operationalisation of monitoring tools (or their use).*
- *Provide methodological support based on the Better Regulation Guidelines.*
- *Collect, compile and analyse monitoring data in close coordination with the Programme managers of the Delegation and DG ENEST.*
- *Disseminate monitoring data.*

+ EVALUATION and QUALITY MANAGEMENT

- *Contribute to the preparation of monitoring support and external evaluations (intervention logic, evaluation questions, criteria where appropriate, evaluation mandate and/or terms of reference, contract procedures, information sources, pre-treatment of data).*
- *Manage external monitoring contracts and evaluations (steering groups, monitoring of contractors, quality control).*
- *Analyse evaluation findings and recommendations*
- *Contribute to carry out internal monitoring and evaluation when required*
- *Disseminate monitoring and evaluation findings and recommendations*
- *Support to the management of the evaluation and monitoring*

+ INTERNAL COMMUNICATION (general)

- *Sectoral reporting to HQ*
- *Contribute to the reports to the Commission/DG ENEST, EP, and to the Delegation's Annual planning and reporting to HQ (AMP, EAMR,...) as relevant.*
- *Contribute to the timely and quality reporting on each intervention/action/project is updated regularly*
- *Prepare succinct high quality ad hoc reports as requested by hierarchy*

+ EXTERNAL COMMUNICATION (general)

- *Communication related to programme & projects*
- *Extract and disseminate "best practice" and facilitate exchange of experiences*
- *Writing of briefings and speeches*

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the contract agent is responsible, following the instructions of the HoS and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.

Job requirements

Experience"

+ PROGRAM MANAGEMENT and MONITORING

Job-Related experience:at least 1 year

Qualifier:essential

MONITORING AND/OR EVALUATION Job-Related experience Experience in monitoring and/or evaluation incl. methodology, theory of change, related matters

+ LANGUAGES and LINGUISTICS

Job-Related experience:less than 1 year

Qualifier:an advantage

Knowledge of Turkish and/or Arabic

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 1 year

Qualifier:essential

Previous experience working in an EU Delegation Knowledge of the EU external assistance procedures (PRAG) and EU Financial cooperation

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

Knowledge

- **ECONOMICS**
Principles of economics and finance
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
BUDGET and FINANCE
Financial regulation and procedures
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
PROJECT MANAGEMENT
- **TECHNOLOGIES and ENGINEERING in SCIENCE and INDUSTRY**
- **IT TOOLS for SPECIFIC APPLICATION AREAS**
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
CRIS (Common Relex Information System)
IT tools for OFFICE AUTOMATION
Excel
Outlook
Powerpoint
Word

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Numeracy
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting 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
Coordination skills
Planning capacity
- *Resilience*
Perseverance
Stress resistance
- *Working with Others*
Ability to work in a team
Knowledge sharing
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:

Organisational entity : EU Delegation - Section: Cooperation 1 Size: 170 to 190 people (section of approx. 20 staff members)

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:

JD modified in line with HQ instructions.