



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Draft*)
Job description version XXXX in
ENEST.B.4.DEL.Montenegro.002
Valid from until

Job Holder Name

Job Profile

Position

Local Agent

Job title

Project Officer - EU policies – Private Sector Development

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To ensure an effective and efficient support to programming and implementation of pre-accession assistance to Montenegro, ensuring maximum impact to support EU membership preparation of Montenegro, in the area of Private Sector Development

Legal disclaimer

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

Functions and duties

+ POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in the relevant policy area. Contribute to sector analysis and to the definition of the EU strategy for financial assistance in the relevant policy area, and provide inputs for strategic documents*
- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in Montenegro, if and when such programmes are decided in the programming process*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Under the supervision of the Head of Cooperation:

- *Initiate and process, in cooperation with the Financial, Contract and Audit Section/Antenna, all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing contract files)*
- *Encode contracts and give "operational visa" (GESTOPE) on documents where required*
- *Monitor ongoing projects, attend management and monitoring meetings, carry out field visits, elaborate progress reports on projects and propose action if and when needed*
- *Provide "Certified correct" for payments*
- *Support the establishment and operation of the structures in charge of the indirect management of pre-accession funds in the relevant policy area*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Provide operational initiation at all stages of the procurement carried out by national authorities*
- *Contribute to 'Certified correct' visa on payment requests from national authorities and to the clearance of accounts procedures*
- *Coordinate procurement pipeline with national authorities*

EXTERNAL COMMUNICATION

- *Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EC activities in Montenegro*
- *Extract and disseminate best practices and facilitate exchange of experiences*
- *Writing briefings and speeches, and contribute to the production of publications*
- *Maintain contacts and ensure coordination with multilateral and bilateral donors active in Montenegro*
- *Maintain good and effective contacts with national authorities, diplomatic missions of EU Member States, civil society organisations and other local stakeholders*

+ INTERNAL COMMUNICATION (general)

- *Monitor and report on sectoral issues to Team Leader / Head of Section (including early warnings on potential disputes)*
- *Contribute regularly and timely to the Delegation's reporting to Headquarters on sectoral*

issues, as well as in response to specific requests

+ INTERNAL COMMUNICATION (general)

- Within the framework of the Staff Regulation, carry out tasks linked to the job description as instructed by his/her superior(s)

Job requirements

Experience

+ SECTOR KNOWLEDGE

Job-Related experience: at least 3 years

Professional experience pertinent to the duties to be carried out of at least three years.

Qualifier: essential

+ PROGRAM / PROCESS / PROJECT MANAGEMENT, GENERAL PROGRAM MANAGEMENT

Knowledge of programme and project management, contracting and contract management, procurement and use of relevant IT tools will be an asset.

Languages

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

Knowledge

- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
- POLICY
 - POLICY ANALYSIS
- PROGRAM / PROCESS / PROJECT MANAGEMENT
 - Projects and programmes
 - GENERAL PROGRAM MANAGEMENT
 - PROGRAM MANAGEMENT and MONITORING
 - PROJECT MANAGEMENT
- REPRESENTATION and NEGOTIATION
 - RELATIONS with MEMBER STATES and CIVIL SOCIETY
- INTERNATIONAL RELATIONS (generic)
 - PRE-ACCESSION and ENLARGEMENT
 - EXTERNAL RELATIONS

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Ability to communicate in meetings*
 - *Ability to understand and be understood*
 - *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*
- *Working with Others*
 - *Ability to work in a team*
 - *Confidentiality*

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

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: