



EUROPEAN COMMISSION

Job Description Form

Job description version 2 (*Approved*)
Job no. 455668 in *ENEST.B.4.DEL.Bosnia and Herzegovina.002*
Valid from 01/09/2026

Job Holder

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - EU policies

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Cooperation and respective Head of Section, ensure effective and efficient programming and implementation of financial assistance ensuring maximum impact to support the EU membership preparation of the beneficiary countries.

Functions and duties

+ POLICY ANALYSIS

- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern;
- Contribute to sector analysis and to the programming of activities under the Instrument for Preaccession Assistance and instruments under future MFFs, ensuring complementarity with other instruments such as the Reform and Growth Facility for the Western Balkans ;
- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Initiate and process all aspects of the procurement drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file;
- Encode contracts and give an "operational visa" (GESTOPE) on documents where required;
- Monitoring ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed;
- Provide "Certified correct" for payments;
- Maintain contacts with other donors active in the country;
- Ensure the follow-up of recommendations of the Result Oriented Monitoring (ROM) and other monitoring and evaluations on the sector.

+ EXTERNAL COMMUNICATION (general)

- 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 EU activities in the country;
- Extract and disseminate "best practice" and facilitate exchange of experiences;
- Writing of briefings and speeches in timely manner and in good quality;
- Provide timely and good quality inputs to reports.

+ INTERNAL COMMUNICATION (general)

- Monitor and report on sectoral issues to Team Leader/ Head of Section (including Early Warning on potential disputes);
- Contribute regularly and timely to the Delegation's reporting to HQ on sectoral issues, as well as to any specific requests;
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s);
- Provide guidance to secretaries, where applicable, and monitor his/her work.

Job requirements

Experience"

+ INTERNATIONAL COOPERATION and DEVELOPMENT, EU and POLITICS (general)

Job-Related experience: at least 5 years

Qualifier: an advantage

Experience in the domain of international cooperation, and preferably in enlargement countries.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	A2	A2	A2	A2	A2
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - Budgetary rules and procedures
 - Financial regulation and procedures
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
 - **PROJECT MANAGEMENT**
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
 - **EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS**
 - EU institutions and their working methods
- **INTERNATIONAL RELATIONS (generic)**
 - International organisations and agreements
 - **EXTERNAL RELATIONS**
 - EU External Assistance policies
 - EU External Assistance instruments
 - **INTERNATIONAL COOPERATION and DEVELOPMENT**
 - Project cycle management in the field of foreign aid
 - Project / process management in the cooperation field

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
 - Capacity to communicate technical or specialised information
 - Capacity to present issues to an audience
 - Drafting skills
- **Delivering Quality and Results**
 - Ability to identify user's needs
 - Ability to work in a proactive and autonomous way
 - Client orientation
 - Entrepreneurship
 - Quality & process management abilities
- **Prioritising and Organising**
 - Capacity to deliver in a structured way
 - Coordination skills
 - Planning capacity
- **Working with Others**
 - Ability to work in a team
 - Diplomatic skills
 - 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:

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: