



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)

Job description version32 1354 in *NEAR.B.DEL.Turkey*

Valid from 13/04/2023 until

#### Job Holder

##### **Name**

#### Job Profile

##### **Position**

CONTRACT AGENT FGIV

##### **Job title**

Programme Officer - Coordination of financial assistance and horizontal tasks

##### **Domains**

###### **Generic domain**

PRE-ACCESSION and ENLARGEMENT

###### **Intermediate domain**

###### **Specific domain**

##### **Sensitive job**

No

##### **Overall purpose**

Support to the Head of Cooperation in the effective and efficient programming and implementation of financial assistance, with particular focus on programming, strategic planning, decentralised implementation system, reporting, aid management.

## **Functions and duties**

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- Overall responsibility of and involvement in programming and strategic planning of activities under the Instrument for Pre-accession Assistance (IPA) and Neighbourhood, Development and International Cooperation Instrument (NDICI)
- Formal verification and quality assurance of programming documents (project fiches, action documents, sector planning documents)
- Coordinate programming activities with national authorities and interface with the NIPAC
- Processing amendments to Financing Decisions to DG NEAR
- Act as coordinator for request of funds for projects to be financed by IPA unallocated envelopes in the individual Programmes
- Coordinate the use of Administrative and Technical Assistance Funds

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- Horizontal coordination of activities linked to decentralised implementing system, reporting, monitoring, audit and evaluation of the pre-accession assistance
- In the implementation phase, supervise and comment, reporting, check and prepare payments and contribute to project monitoring; 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. Provide input on the forecast of likely payment under direct and indirect management of IPA
- Interface to the NIPAC for the preparation of the IPA Joint Monitoring and Sectoral Monitoring Committees.
- Coordinate procurement pipeline with national authorities
- Provide feedback on Statement of Assurance by the national authorities for IPA management
- Verify documents under the indirect management with national authorities on system level

### **+ 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 Pre-accession Assistance (IPA)
- 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 process 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.

### **+ INTERNAL COMMUNICATION (general)**

- Monitor and report on sectoral issues to the Head of cooperation (including Early Warning on potential disputes)
- Contribute regularly and timely to the Delegation's reporting to HQ on financial assistance issues, as well as to any specific requests.
- Preparation of and reporting on meetings with different stakeholders and DG missions.
- "Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."

+ EXTERNAL COMMUNICATION (general)

- *Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of Member States, with representatives of international donors, with NGOs and other local non-official actors.*
- *With the Communication section, Follow up on IPA Information, Communication, Visibility and Transparency issues with the national authorities*
- *Preparation of and reporting on meetings with stakeholders (beneficiaries, DG's, Delegation, Member States, IFI's, NGO's) and play a pivotal role in communicating with these*
- *Extract and disseminate "best practice" and facilitate exchange of experiences*
- *Produce and disseminate the results of programmes at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EU financial assistance*
- *Writing of briefings and speeches*

**Job requirements**

**Experience**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

Demonstrated experience in programme preparation and implementation, including PRAG

+ AID COOPERATION

Job-Related experience:at least 3 years

Qualifier:essential

At least 3 years of experience in aid management in EU Delegations

**Languages**

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

**Knowledge**

- **POLICY**  
*POLICY ANALYSIS*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
- **INTERNATIONAL RELATIONS (generic)**  
*PRE-ACCESSION and ENLARGEMENT*  
*Accession/pre-accession programmes*  
*Rules and procedures concerning acquis transposition by Candidate Countries*  
*Enlargement*  
*European Integration*
- EU NEIGHBOURHOOD**  
*European Neighbourhood Policy*
- EXTERNAL RELATIONS**

## **Competences**

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to communicate in meetings*  
*Drafting skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Capacity to act upon problems*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*
- *Working with Others*  
*Ability to work in a team*

### **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:*