



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Approved*)
Job description version83205 in *NEAR.B.DEL.Turkiye.003*
Valid from01/12/2023until

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Civil Society and Fundamental Rights

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Ensure effective and efficient programming and implementation of financial assistance, as well as policy analysis and monitoring of legislative alignments in the area of Civil Society and Fundamental Rights.

Functions and duties

+ POLICY ANALYSIS

- *To monitor the reform process in the concerned fields in Turkey in light of the EU acquis and the AP priorities and to report on these development*
- *To screen and report regularly on significant sector legislative and implementation developments*
- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders e.g. NGOs*
- *Contribute to sector analysis and to the programming of activities under the Instrument for Pre-accession Assistance (IPA), and other EU instruments when required e.g. EIDHR, IfS, etc.*
- *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 acquire in-depth knowledge of the relevant Turkish institutions and contribute to the capacity building process*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Initiate and process all aspects of the procurement process for centralised/deconcentrated contracts (e.g. drafting Terms of Reference and guidelines for applicants, launching tenders and calls for proposals, evaluating the bids and proposals, preparing the contract files), and the exercise of the ex-ante control and contract management as defined for decentralised management*
- *Encode contracts and give an "operational visa" (GESTOPE) on documents where required*
- *Monitoring ongoing projects, attend management-, monitoring and other relevant meetings, elaborate progress report on projects and propose action if and when needed. Monitor the progress at programme level through Sectoral Monitoring Committee Meetings*
- *Provide 'Certified correct' for payments*
- *Deal with horizontal activities, cooperation and networking aspects of the programme and its projects and maintain contacts and ensure coordination with other donors active in the country*
- *Assist the Head of Section in defining the strategy and policies, and programming of EU assistance in the area of Civil Society and Fundamental Rights, and with the coordination, planning, and implementation of the EUD's Civil Society and Fundamental Rights financial cooperation programmes*

+ 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 EC 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.*
- *Participate in meetings, conferences and public events as required*
- *Prepare and assist in missions from Headquarters*

+ INTERNAL COMMUNICATION (general)

- *Monitor and report on sectoral issues to 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)*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

University degree. Training courses recommended for this position: Project Cycle Management; CRIS training, (ENCOD and RESPOPE level); PRAG procurement procedure training

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:essential

EU external assistance procedures experience

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
Projects and programmes
GENERAL PROGRAM MANAGEMENT
PROJECT MANAGEMENT
PROCESS MANAGEMENT
- *JUSTICE and HUMAN/CIVIL RIGHTS*
JUSTICE, FREEDOM and SECURITY
Fundamental rights
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
EU FOREIGN RELATIONS (excl Security and Defence)
INTERNATIONAL COOPERATION and DEVELOPMENT

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
Creativity
- *Communicating*
Ability to communicate in meetings
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Quality & process management abilities
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Planning capacity
- *Resilience*
Perseverance
- *Working with Others*
Knowledge sharing

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: