



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Approved*)  
Job description version370890 in *ENEST.C.1*  
Valid from16/11/2025until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Manager - Energy Efficiency and Investments

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

ENERGY POLICIES and TECHNOLOGIES

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, provide policy steer on implementing a Global Gateway/ Connectivity Agenda for the Eastern Partnership region, design, formulate and implement multi-beneficiary and regional actions notably in the area of energy efficiency, and provide thematic support for bilateral actions and reforms in this field. Advise and follow up on investments and EFSD+ support in the Eastern Neighbourhood

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## **Functions and duties**

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

- *Within the team responsible for the implementation of the Global Gateway/Connectivity Agenda for the Eastern Partnership region, follow up on the priority area of 'connectivity, energy efficiency, environment and climate action*
- *Develop the programming of multi-beneficiary funds notably in the fields of energy efficiency. Monitor overall progress in line with intended results and objectives; propose corrective actions where needed*
- *Manage the programming, implementation and direct management of the portfolio of projects in the fields of energy and economic development. This includes monitoring and evaluation of the different programmes/projects*
- *Ensure programme/project identification and formulation in line with programming documents; and in coordination with other donors and international organisations*
- *Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/ project execution, including risk management*
- *Analyse the evaluation of energy efficiency/sustainable energy-related funding proposals submitted by financial institutions for funding under the Neighbourhood Investment Platform and EFSD+ in close consultation with delegations, geographic services and other relevant services of DG ENEST and the Commission. Check the eligibility of the proposed actions and their compliance with the Commission's sectoral and strategic priorities.*

### **+ POLICY COORDINATION**

- *Ensure coherent follow-up of relevant aspects of the implementation of the European Neighbourhood policy as regards energy efficiency, including in the context of the Eastern Partnership deliverables and the monitoring of their implementation.*
- *Take account of relevant legal obligations (EU, Association Agreement, Energy Community) when formulating policy recommendations as regards energy efficiency. Provide support to Delegations in the East on EFSD+ and NIP (policy, pipeline discussions, contract management and monitoring & evaluation) in the sector of connectivity, energy and economic development.*
- *Liaise with focal points in EU Delegations in Neighbourhood East on regional/multi-beneficiary actions to ensure synergies and coherence with national priorities and bilateral cooperation objectives and reforms.*
- *As co-desk for chapter 15 – energy, coordinate screening and negotiation documents (screening reports, Draft Common Positions, opening and closing benchmark assessments) in close cooperation with ENEST.A1, country teams and line DGs.*
- *Ensuring horizontal consistency between draft country reports within the Enlargement Package*
- *Coordinate and/ or respond to inter-service consultations to secure coherence with the EU policy framework. Initiate and contribute to briefings for the hierarchy, LTT, background and policy notes internal reporting, etc.*

### **+ EXTERNAL RELATIONS**

- *Prepare, steer and attend relevant sector meetings and regional meetings in the context of the Eastern Partnership in the field of energy efficiency in cooperation with other services/ line DGs.*
- *Facilitate coordination and exchange of information with stakeholders: beneficiary countries, Member States, international and regional organisations, International Financial Institutions, economic operators, civil society, etc..*
- *Attend donor assistance group meetings and relevant Eastern Partnership dialogue fora.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- Define project action, objectives, results, and budget; planning of schedules, tasks, deliverables and priorities.
- Ensure procurement and contracting, including calls for tender, call for proposals, contracts and subventions conventions prepared by the unit, within the agreed timeframe.
- Assist with all aspects of the procurement process (draft terms of reference, selection process etc.).
- Ensure respect of Community rules on correct administrative, contractual and financial management, particularly with regard to procurement rules.
- Encode entries accurately and comprehensively in CRIS/OPSYS (or equivalent), conduct quality checks of data entered.

+ GENERAL PROGRAM MANAGEMENT

- Provide back-up support for absent colleagues on the basis of clear instructions and handover notes.
- Perform any other tasks requested by the Head of Unit.
- Contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.

**Job requirements**

**Experience"**

+ EXTERNAL RELATIONS

Job-Related experience: at least 3 years

Qualifier: essential

+ Experience in one or more of the areas listed : Experience in developing countries / Experience in field or delegation / Experience diversified public/private sector, EU/developing countries / Experience in the management of cooperation programs and projects

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1
French	B1	B1	B1	B1	B1

**Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
     BUDGET and FINANCE  
         Financial regulation and procedures  
         Budget monitoring and reporting
- **PROCUREMENT and CONTRACT MANAGEMENT**  
     Internal procurement procedures and terminology
- **AUDIT, CONTROL and INSPECTION**  
     RISK ANALYSIS  
         Risk Analysis, assessment and management
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
- **ENERGY POLICIES and TECHNOLOGIES**
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
- **INTERNATIONAL RELATIONS (generic)**

## Competences

- *Analysing and Problem Solving*  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- *Communicating*  
*Capacity to communicate technical or specialised information*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Eye for detail / Accuracy*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*  
*Stress resistance*
- *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:*