



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version268755 in *ENEST.A.5*
Valid from04/03/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Organises technical assistance for TAIEX beneficiaries under supervision of a Commission Official or Temporary Agent.

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

+ GENERAL PROGRAM MANAGEMENT

- Assist the team leader in analysing and assessing requests received from potential beneficiaries or European Institution services against political and administrative needs and priorities.
- advise potential beneficiaries or European Institution services on the most appropriate type of TAIEX assistance (e.g. seminar, expert mobilisation, etc) including practical details regarding location, interpretation, etc.
- identify and select adequate experts from Member State administrations or the Commission services.
- prepare the agenda/programme in response to the assistance request in close co-operation with line DGs, Member States experts and the potential beneficiary.
- Contributing to the development of the institution building tools (TAIEX and Twinning), including though new digital means (webinars, IT platforms...) and communication activities.

+ HORIZONTAL COORDINATION

- co-ordinate with the TAIEX external contractor's office and with organisers on the spot to discuss the logistical arrangements needed.
- monitor and assess impact of events and check cost reports.
- certify that events were carried out as planned and assess contractor's performance.

+ HORIZONTAL COORDINATION

- Assist IBU staff for issues related to his/her country of competence.
- Assist sector teams; programmatic approach by providing information on the country's sector priorities in order to promote TAIEX where it is needed the most.
- Collect and disseminate to the rest of the Unit relevant information about the country.
- In certain cases organise events that are outside the scope of their team but relate to their country.
- Visit the country once a year to meet stakeholders, promote TAIEX and attend major events.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the contract agent is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: an advantage

Languages

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

Knowledge

- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES*
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for OFFICE AUTOMATION
Word
IT tools and systems for COMMUNICATION and PUBLICATION
EU institutions databases & websites
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
Enlargement

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
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Coordination skills
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
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: