



EUROPEAN COMMISSION

Job Description Form

Job description version 1 (*Active*)

Job no. 508339 in *ENEST.C.1*

Valid from 12/02/2026

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - AI and Digital Transformation

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EXTERNAL RELATIONS

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Under the supervision of an official, support the development of digitalisation policies and projects in the Neighbourhood East and in support of the EU accession process, including via the use of innovative technologies such as Artificial Intelligence (AI). Design, formulate and ensure the implementation of regional actions in the field of digital economy, innovation and governance, including in cooperation with the private sector.

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

- *Contribute to the development of digitalisation initiatives led by DG ENEST, including with regard to the ENEST Artificial Intelligence (AI) tool for EU accession (eAccession);*
- *Supervise the technical development and ensure the smooth development of the AI tool for EU accession in cooperation with related Commission service, partner countries, and in compliance with EU digital and cyber-security policies;*
- *Ensure the procurement and contracting, including tenders, calls for proposals prepared by the Unit, within agreed timeframes;*
- *Ensure appropriate communication, dialogue and consultation with stakeholders;*
- *Steer and supervise appropriate implementation, evaluation, monitoring and reporting on programme/project execution, including risk management.*
- *Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the Head of Unit with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents.*

+ POLICY IMPLEMENTATION

- *Support the mentoring of users of the ENEST AI tool for EU accession, by drafting training materials and policy notes, as well as by facilitating training sessions.*
- *Support policy discussions with other Commission services on the integration of the ENEST AI tool for EU accession into Commission workflows.*
- *Provide technical expertise in cooperation with the Chapter Desk responsible for Chapter 10 (Digital transformation and media).*
- *Maintain a large network of contacts in related fields across ENEST Directorates, and with relevant line DGs, in particular with DG CONNECT;*
- *Support engagement with EU Delegations, International Financial Institutions, governments, and the private sector in Neighbourhood East countries*
- *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*

+ POLICY COORDINATION

- *Prepare and support the organisation of regional meetings related to digitalisation;*
- *Present and disseminate results of the ENEST work on digitalisation and AI in workshops, seminars, conferences and other events;*
- *Contribute to internal briefings when requested;*
- *Contribute to interservice consultations and attend related meetings;*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT, POLICY DEVELOPMENT

Job-Related experience:at least 3 years

Qualifier:essential

Minimum 4 years of relevant professional experience, in particular regarding: digital technology, e-governance and secure connectivity.

+ INFORMATION and COMMUNICATION TECHNOLOGIES

Job-Related experience:at least 2 years

Qualifier:essential

Experience in data and AI operations;

+ EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS, EU NEIGHBOURHOOD

Job-Related experience:at least 3 years

Qualifier:an advantage

Familiarity with EU institutions and decision-making: - Experience in working with countries under DG ENEST geographic responsibility, especially Eastern Partnership countries - Understanding of EU financing instruments for external action; - Experience and knowledge in managing EU digital policies. - at least 4 years

Languages

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

Knowledge

- *INFORMATION and COMMUNICATION TECHNOLOGIES (ADVANCED EMERGING) ICT TECHNOLOGIES*
Artificial intelligence
Machine learning techniques
- *POLITICS (general)*
EU policies, legislation and programmes in the area of the Digital Agenda
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
EU NEIGHBOURHOOD

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
Capacity to communicate technical or specialised information
Negotiation skills
- *Delivering Quality and Results*
Capacity to act upon problems
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Resilience*
- *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: