



## EUROPEAN COMMISSION

### Job Description Form

Job description version 14 (*Active*)  
Job description version 375963 in *ENEST.B.1*  
Valid from 13/05/2022 until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer

**Domains**

**Generic domain**

EXTERNAL RELATIONS

**Intermediate domain**

**Specific domain**

PRE-ACCESSION and ENLARGEMENT

**Sensitive job**

No

**Overall purpose**

To contribute to the definition of EU policies in Western Balkans in the area of economic and trade development, in particular in relation to moving forward the Common Regional Market agenda. To plan, formulate and implement Instrument for Pre-Accession Assistance (IPA) Multicountry programmes in support of regional organisations and regional economic integration, in support of EU enlargement policy.

To provide strategic guidance on policy implementation in the field of trade and trade related matters and investment policy, as well as private sector development,

development, notably in the context of the implementation of the Facility for Refugees in Turkey.

**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**

### **+ POLICY DEVELOPMENT**

- *When required and under the guidance of an official, contribute to the development of policies towards regional economic and trade integration in the Western Balkans with a focus on the Common Regional Market;*
- *Attend relevant meetings with relevant Commission services (DG TAXUD, DG GROW, etc.), the EEAS,*
- *Contribute to briefings for the hierarchy, Lines to Take, background and policy notes, internal reporting, etc.;*
- *Contribute to inter-service consultations, replies to European Parliament questions*

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

- *Contribute to regional strategies and programming of Multi-country programmes including through drafting of programming documents (Financing Decision and Action Documents with logical framework) in support of the Common Regional Market;*
- *Co-ordinate with EU Delegations, EEAS/Commission services on Multi-country programming to ensure policy coherence;*
- *Engage in the programming of bilateral programmes in the beneficiary region in the thematic areas covered by the portfolio, in view of ensuring policy coherence;*
- *Provide inputs and contributions to Commission reports, websites, annual progress reports and enlargement strategy as relevant.*
- *Sector and thematic training: contribute to the preparation, planning and delivery of thematic training seminars for HQ and Delegations staff.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *Programme manager in charge of support to the Common Regional Market in particular support to CEFTA, the Regional Cooperation Council and the World Bank. Other thematic portfolios under the remit of the unit might be assigned to the jobholder as relevant;*
- *Act as Operational Initiator for all programmes under the responsibility of the job holder. Under the guidance of the Operational Verifier, design and manage all aspects of procurement and contracting procedures (tenders, call for proposals and other contract award procedures) including drafting of ToRs, negotiating directly awarded contracts, launching procurement procedures, participating in evaluation committees, awarding contracts etc.;*
- *Monitor performance of contractors and on-going projects, treat implementation reports, attend management and monitoring meetings, elaborate progress reports and propose remedial action if and when needed. Suggest audits, provide reasonable assurance that claimed costs correspond to the work accomplished and validate payment requests;*
- *Prepare any relevant amendments and periodically review the need for additional measures; Follow up and solve problems connected to implementation issues related to these programmes.*
- *Participate in selection processes and ensure that the assistance activities within the assignment are implemented in accordance with the principles of effectiveness, efficiency and economy.*
- *Provide information for audit by Commission services or the European Court of Auditors. Initiate and manage external monitoring and evaluations of programmes and projects. Disseminate results as relevant, including to ensure programmes provide adequate visibility and communication on EU assistance.*

+ INTERNATIONAL RELATIONS (generic)

- *Liaise with beneficiaries on aspects concerning programmes and/or projects under the responsibility of the programme manager;*
- *Develop and maintain contacts with beneficiary administrations and institutions, EU Delegations and country teams in relevant DGs;*
- *Participate in/organise conferences, public events, visits, assessments and monitoring;*
- *Participate with Commission officials, as appropriate, in Council Working Groups or other meetings with regard to preparation and implementation of IPA MCP programmes, and in consultation with partners in the preparation and implementation of IPA MCP programmes.*
- *Contribute (in coordination with EEAS, TRADE, GROW, TAXUD and others if applicable) to policy dialogue with partner countries on trade-related matters, investment policy and private sector development.*

+ INTERNAL COMMUNICATION (general)

- *Develop and maintain contacts with EU Delegations and line DGs;*
- *Ensure visibility and reporting on programmes related to the Common Regional Market in particular.*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the official 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.*

<b>Job requirements</b>
-------------------------

**Experience"**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

Experience of project implementation

**Languages**

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

## **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*Budgetary requirements, allocations, monitoring and reporting*  
*Budget monitoring and reporting*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*CONTRACT MANAGEMENT*
- *LAW*  
*LEGAL ANALYSIS, ADVICE and ASSISTANCE*  
*Analysis of legal and contractual documents*
- *AUDIT, CONTROL and INSPECTION*  
*GENERAL AUDIT (STANDARDS, METHODS and PROCEDURES)*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*PROJECT MANAGEMENT*
- *INTERNATIONAL RELATIONS (generic)*  
*PRE-ACCESSION and ENLARGEMENT*

## **Competences**

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*
- *Communicating*  
*Ability to understand and be understood*  
*Negotiation skills*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Eye for detail / Accuracy*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*
- *Resilience*  
*Stress resistance*
- *Working with Others*  
*Sociability skills*

<b>Job Environment</b>
------------------------

### **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:*