



COMMISSION EUROPÉENNE
Formulaire de description de poste

Version descriptive du poste1 (*Active*)
Version descriptive du poste464305 dans *ENEST.C.4.DEL.Armenia.002*
Valable à partir de11/02/2025jusqu'à

Titulaire du poste

Nom

Profil du poste

Position du poste

AGENT CONTRACTUEL FGIV

Titre du poste

Gestionnaire de programmes - International Aid / Cooperation Office

Domaines

Primaire

COOPÉRATION INTERNATIONALE et DÉVELOPPEMENT

Intermédiaire

RELATIONS EXTÉRIEURES

Secondaire

VOISINAGE de l'UE

Poste sensible

Non

Finalité générale

Advise on and manage, under the supervision of the Head of Cooperation, the implementation of projects and programs in the field of rule of law, migration management, visa facilitations and visa liberalisation related reforms.

The focus will be on migration and border management, police reforms, fight against organised crime and other reforms related to the finalisation of setting up the Ministry of Interior and related services. The colleague will be also responsible for civil protection and will contribute to the refugee support including relations with DG ECHO.

The person will be responsible for sector analysis and policy dialogue, and liaison with sector stakeholders in the areas of responsibility.

Occasionally other tasks in the interest of service and attributed by the Head of Delegation or the Head of Cooperation and their substitutes can also be required.

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Fonctions & responsabilités

+ ANALYSE des POLITIQUES

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.*
- *Contribute to sector analysis and to the definition of a sector strategy for the European Union, e.g: Comprehensive and Enhanced Partnership Agreement (CEPA), New Partnership Agenda, MIP, NDICI Annual Action Programmes for Armenia in the areas mentioned above, National NDICI mid-term- and end- reviews, etc. Special attention will be paid to the implementation of the Visa Liberalisation Action Plan (once in place).*
- *Contribute to the development and application of common approaches by the EU and Member States, in particular in view of Team Europe Initiatives. Liaise and ensure full coherence with other relevant programmes (EU and non-EU) and seek complementarities and synergies with sectors.*

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *Contribute to programming, identification, formulation and appraisals of EU programmes, projects related to: environment, climate and energy; investments*
- *Direct management of the portfolio of relevant projects.*
- *Support the implementation of the new Resilience and Growth Plan for Armenia, policy and pipeline discussions*
- *Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in Armenia, if and when such programmes are decided in the programming process*
- *Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects*
- *Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.*

+ GESTION de PROJETS, PROGRAMMES et PROCESSUS

- *Deal with horizontal activities, concertation and networking aspects of the programme and its projects.*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed and evaluate projects.*
- *Maintain contacts with other donors active in the host country.*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed. Encodes entries in CRIS, ARES, MIS, OPSYS or equivalent accurately and comprehensively and/or conducts the quality checks (e.g. accuracy and comprehensiveness) of data entered in CRIS; Give an "operational visa" on documents where required.*

+ REPRÉSENTATION, NÉGOCIATION et PARTICIPATION

- *Maintain good and effective contacts with the local CSOs active in the area mentioned above, the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, and other local actors.*
- *Prepare and assist in missions from Headquarters.*
- *Participate in the Delegation and the Commission services meetings, working groups committees or other coordination events.*

+ COMMUNICATION INTERNE (général)

- Monitor and report on the national policy context with particular reference to portfolio mentioned above and other relevant sectorial and institutional developments to inform the ongoing work of the Delegation.
- Observe, monitor and report regularly and in timely fashion to hierarchy on portfolio related developments and related sectors policies, as well as in response to any specific requests.
- Draft speeches, speaking notes and briefings in the sector of concern when required.

+ COMMUNICATION EXTERNE (général)

- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange of experiences.
- Contribute to the production of reports and publications of the Delegation on Development matters (EAMR, Risk management framework, Partnership Implementation Report, but also sector specific factsheets).
- Coordinate and negotiate with national and international actors in sectors under her/his responsibility.
- Contribute to the production of publications and other visibility materials.
- Ensure proper EU visibility for projects implemented by partners.

Exigences du poste

Expérience

+ RELATIONS INTERNATIONALES (générique)

Expérience relative au poste: au moins 3 ans

Degré souhaitable

Professional experience pertinent to the duties to be carried out of at least three years. Assets: Previous experience in the EU Delegation, experience in working in the area of migration management is an asset. Knowledge of Russian would be an asset.

Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C2	C2	C2	C2	C2

Connaissances

- **BUDGET, FINANCES, CONTRATS et COMPTABILITÉ**
MARCHÉS PUBLICS et GESTION des CONTRATS
Règles et procédures concernant les appels de propositions, appels d'offres, contrats, lettres de mission
Appels de propositions et processus d'évaluation/de sélection
- **GESTION de PROJETS, PROGRAMMES et PROCESSUS**
GESTION de PROJET
Méthodes et techniques de contrôle des projets
- **COMMUNICATION et PUBLICATION**
COMMUNICATION EXTERNE (général)
Règles, procédures et processus de publications dans l'Institution
IMPRESSION et ÉDITION PAPIER
Normes de qualité pour les publications papier et électroniques
Publications de l'UE et leur circuit de production
- **STRUCTURES INSTITUTIONNELLES et DÉVELOPPEMENT ORGANISATIONNEL**
GOUVERNANCE
Gouvernement et structures juridiques dans les États membres
Gouvernement et structures juridiques dans les pays tiers
- **REPRÉSENTATION et NÉGOCIATION**
DIPLOMATIE et NÉGOCIATION
Techniques de négociation internationale
Normes et protocole diplomatiques
- **RELATIONS INTERNATIONALES (générique)**
Accords internationaux multilatéraux et méthodes et procédures de négociation
RELATIONS EXTÉRIEURES

Compétences

- **Analyse et résolution de problèmes**
Capacité de conceptualiser des problèmes, d'identifier et de mettre en œuvre des solutions
Capacité d'analyser et de structurer des informations
- **Communication**
Capacité de communiquer lors des réunions
Capacité pour communiquer des informations techniques ou spécialisées
Capacité pour présenter des sujets à un auditoire
Compétences de rédaction
Compétences de négociation
- **Qualité et résultats**
Capacité de contrôler des ressources
- **Hiérarchisation des priorités et organisation**
Capacité de fournir des prestations d'une manière structurée
Capacité de la planification
- **Travail d'équipe**
Compétences diplomatiques
Partage de connaissances
Compétences de sociabilité
- **Capacités d'encadrement**
Capacité de planification et gestion des ressources

Environnement de travail

Entité organisationnelle

Présentation de l'entité:

Sujets en rapport avec le poste

- Heures de travail atypiques
- Poste spécialisé

Missions

- Fréquentes, c'-à-d. 2 ou plus de missions / mois
- Longue durée, c'-à-d. missions durant plus d'une semaine

Commentaires:

Type: Delegation / Representation Size: 26 to 35 people Gender balance (within the entity):
balanced team

Sujets en rapport avec le lieu de travail, la santé et la sécurité

- Environnement bruyant
- Effort physique / manutention
- Travail avec des produits chimiques / biologiques
- Aire de radioprotection
- Utilisation de matériel de protection individuelle
- Autres

Commentaires:

Autre

Commentaires: