

Vacancy notice NEAR C3
Job description type: Programme Officer
Contract Agent Function Group IV

We are

DG NEAR's Institution Building Unit (NEAR/C3) supports capacity building of partner countries and beneficiaries by facilitating technical support and concrete expertise from EU Member State officials. Via its instruments TAIEX and Twinning, C3 provides short- and medium term peer-to-peer experience and best practices, and assists in transposing and implementing the EU acquis.

Under the instrument TAIEX, C3 is responsible for the short-term organisation of workshops, study visits and expert missions per year for the benefit of countries covered by the EU's enlargement and neighbourhood policies. The events are both physical and online meetings. Further beneficiaries include the Turkish Cypriot community, the countries covered by the Partnership Instrument and INTPA. Jointly with DG REGIO, ENV and REFORM, it supports structural-fund related capacity building in Member States.

We look for

We look for a colleague who will take on new challenges as Programme Officer to support and overview the conception, implementation of monitoring of TAIEX activities in support of the Commission's political priorities with a specific focus on rule of law, migration and security. .

The successful candidate will have:

- A university degree, preferably in Law; a specialisation in European Studies and in cross border crime issues would be an advantage;
- Excellent understanding of the EU internal and external policies, the EU accession process, and the European Neighbourhood Policy.
- Experience in leading and motivating teams.
- Be able to work under time pressure, be highly computer literate, excellent written and oral communication skills and a clear ability to operate fluently in English
- Have excellent organisational skills, project management experience, flexibility and a strong sense of responsibility.
- A proactive approach, excellent networking skills and a strong sense of initiative.
- Proven drafting, presentation and communication skills, as well as experience with public speaking.
- Experience in human rights, law enforcement and combatting cybercrime would be an asset.
- Capacity to deal with IT tools and databases

We propose

- a multi-cultural, dynamic and motivating working environment;
- a job offering insight into a wide range of EU policies and their implementation at national level ;

- a job carried out in cooperation with a wide range of partners within the European institutions and outside the EU including the EU Delegations, partner country administrations and international organisations;
- a job providing intensive interactions with geographical units and line DGs;
- a full set of learning and training opportunities targeted to the needs of the job.

Recruitment policy

Only FG IV contract agents in the Commission or candidates having completed and validated their application on an FG IV EPSO CAST may apply.

Interested candidates should send their CVs & a short letter of motivation (max. 1 page) to the following mailbox: NEAR-C3@ec.europa.eu

Deadline for application: 10 days after publication

**EUROPEAN COMMISSION**

Job Description Form

Job description 61510 in NEAR.C.3

Job Holder**Name****Job Profile****Position**

CONTRACT AGENT FGIV

Job title

Programme Officer - EU policies

Domains**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

Intermediate domain**Specific domain****Sensitive job**

No

Overall purpose

Organises and leads technical assistance for TAIEX beneficiaries in support of the implementation of the Commission's political priorities in particular on the Rule of law, Migration and Security in coordination with an official.

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- *Contribute to the definition of the unit's overall strategic objectives, work programme and specific objectives.*
- *Assess incoming requests for assistance and allocate approved requests to a case-handler.*
- *Participate in weekly planning meeting.*
- *Contribute to the establishment and overseeing of resources allocated to the team.*
- *Maintain interactive communication with team, keeping staff informed of all relevant policy and strategic aspects affecting the unit tasks and get appropriate feedback on actions of the team.*
- *Ensure effective organisation of resources within the team; including participation in the selection of candidates to vacant posts.*

+ GENERAL PROGRAM MANAGEMENT

- *Prepare, organise, participate and follow up on meetings, including drafting of briefings and speeches.*
- *Promote TAIEX and Twinning externally and in-house including through oral presentations, and contribute to inter alia the yearly activity report, flash reports, leaflets, web news, press releases.*
- *Communicate and support EU Representations and Delegations, national contact point in Member States and third countries as well as EU citizens as regards to unit activities.*
- *Prepare and support the implementation of TAIEX operations.*
- *Oversee the work of the project officers in the team during the preparation, implementation and follow-up of TAIEX virtual and physical events.*

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- *Organise and participate in events related to DG NEAR.*
- *Ensure that the Data Protection notifications for the units' activities are kept up to date and approved through the Data Protection Office Application system.*
- *Coordinate with the relevant units in DG NEAR in relation to access to documents requests.*
- *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: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

Knowledge

- **ANTI-FRAUD**
 - **ANTI-FRAUD INVESTIGATION and PROCEDURES**
 - Policies and programmes
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**
- **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

Competences

- *Analysing and Problem Solving*
- *Communicating*
 - *Ability to communicate in meetings*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
- *Delivering Quality and Results*
- *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: