



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Approved*)
Job description version455052 in *ENEST.D.DEL.Ukraine*
Valid from01/06/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

to carry out coordination and policy support tasks under the supervision of the Head of Cooperation and in close collaboration with the Head of Delegation.

Functions and duties

+ POLICY DEVELOPMENT

- to monitor political and policy developments, contribute to drafting of analytical reports and briefing and help prepare relevant high level missions and events
- to support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders

+ COMMUNICATION and PUBLICATION

- to contribute to Delegation and overall corporate reporting exercises and to communication tasks
- to extract and disseminate best practices and present the programme and its projects
- to provide all relevant information to Commission services, to elaborate briefings and reports in the area of activity, to provide assistance to hq missions

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- to monitor project implementation in areas of responsibility, as applicable
- to initiate relevant procurement and selection processes
- to analyse and assess project results, notably through project reports and proceed with payment requests
- to ensure coordination with other donors and close collaboration with national counterparts
- to contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: desirable

previous relevant experience in planning and coordination tasks and/or regional (eastern

Partnership or enlargement) experience would be an asset

Languages

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

Knowledge

- PROGRAM / PROCESS / PROJECT MANAGEMENT
PROJECT MANAGEMENT
Project monitoring methods and techniques

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Financial management skills
Quality & process management abilities
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *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:*

We offer a competitive position in a dynamic, challenging and diverse working environment, a varied job carried out in cooperation with a wide range of partners inside/outside the EU, and a full set of learning and training opportunities targeted to the needs of the job as a Programme Officer. This post is funded under the Ukraine Facility with a maximum duration until 31 December 2027.