



## EUROPEAN COMMISSION

### Job Description Form

Job description version2 (*Active*)  
Job description version429928 in *ENEST.C.1*  
Valid from10/04/2025until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer - Programme Manager - Transport connectivity

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

TRANSPORT POLICIES (EU/national/regional/city level)

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, provide policy steer on implementing a Global Gateway/ connectivity agenda for the Eastern Partnership region, provide thematic support for bilateral actions and reforms and design, formulate and implement multi-beneficiary and regional actions notably in the area of transport

**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**

- *Within the team responsible for the implementation of the Economic and Investment Plan/ Global Gateway for the Eastern Partnership region, follow up on the priority area of ' connectivity, energy efficiency, environment and climate action', contribute to the programming of multi-beneficiary funds notably in the fields of transport connectivity;*
- *Steer and supervise appropriate implementation of the actions/projects under his/her responsibility, evaluation, monitoring and reporting on programme/project, including risk management;*
- *Liaise regularly with implementing partners and contractors ; Monitor overall progress in line with intended results and objectives; propose corrective actions where needed;*
- *Contribute to the evaluation of transport-related funding proposals submitted by financial institutions for funding under the Neighbourhood Investment Platform and EFSD+ in close consultation with delegations, geographic services and other relevant services of DG NEAR and the Commission. Check the eligibility of the proposed actions and their compliance with the Commission's sectoral and strategic priorities.*

### **+ POLICY COORDINATION**

- *Contribute to policy development, particularly on transport connectivity;*
- *Ensure coordination of relevant aspects of the implementation of the European Neighbourhood policy in the Eastern Neighbourhood (and, where relevant, Central Asia) as regards connectivity and transport policy*
- *Liaise proactively with focal points in EU Delegations in Neighbourhood East on regional/ multi-beneficiary actions to ensure synergies and coherence with national priorities and bilateral cooperation objectives, policy reform and investment including in the context of the Neighbourhood Investment Platform and EFSD+;*
- *Attend relevant meetings with Commission services, the EEAS and Council working groups*

### **+ EXTERNAL RELATIONS**

- *Prepare, steer and attend relevant sector meetings and regional meetings in the context of the Eastern Partnership in the field of energy policy in cooperation with other services/line DGs;*
- *Participate and contribute to relevant conferences, seminars, regional cooperation platform meetings, donor and other stakeholder meetings*
- *Attend donor assistance group meetings and relevant Eastern Partnership dialogue fora*
- *Ensure cooperation with IFIs in relevant platforms as well as with the Transport Community Permanent Secretariat.*

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

- *Define project actions' objectives, results, and budget; planning of schedules, tasks, deliverables and priorities*
- *Ensure procurement and contracting, including calls for tender, call for proposals, contracts and contribution agreements prepared by the unit, within the agreed timeframe*
- *Assist with all aspects of the procurement process (draft terms of reference, selection process etc.)*
- *Ensure respect of Community rules on correct administrative, contractual and financial management, particularly with regard to procurement rules*

+ POLICY ANALYSIS

- *Contribute to sector analysis and other thematic analyses pertaining to connectivity, transport, digital, environment, climate change, and other related areas*
- *Contribute to the definition of sector strategies in cooperation with other Directorates, geographical units and EU Delegations*
- *Support the policy dialogue with partner countries, donors and other relevant stakeholders on connectivity, transport, digital, environment, climate change, and other related areas.*
- *Contribute to annual Enlargement Reports for Moldova and Georgia*
- *Initiate and contribute to briefings for the hierarchy, LTT, background and policy notes, internal reporting, etc.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Provide back-up support for absent colleagues on the basis of clear instructions and handover notes*
- *Perform any other tasks requested by the Head of Unit.*
- *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.*

**Job requirements**

**Experience"**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:desirable

Knowledge of EU financial assistance and project management

+ POLICY IMPLEMENTATION

Job-Related experience:at least 3 years

Qualifier:essential

POLICY IMPLEMENTATION TRANSPORT, DIGITAL, ENERGY ENVIRONMENT EXTERNAL RELATIONS A combination of technical and quantitative skills, the ability to communicate with a range of public and institutional actors involved in the implementation of EU transport policies and understanding of the EU's enlargement policy objectives is essential.

**Languages**

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

**Knowledge**

- *ENERGY POLICIES and TECHNOLOGIES  
ENERGY TECHNOLOGIES and RESEARCH (general)  
Energy and Transport*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT  
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS  
Decision-making procedures in the EU institutions*
- *INTERNATIONAL RELATIONS (generic)  
EU NEIGHBOURHOOD  
European Neighbourhood Policy*

## Competences

- *Analysing and Problem Solving*
- *Communicating*
  - Capacity to communicate technical or specialised information*
  - Drafting skills*
  - Negotiation skills*
- *Delivering Quality and Results*
  - Ability to work in a proactive and autonomous way*
- *Learning and Development*
  - Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*
- *Resilience*
  - Stress resistance*
- *Working with Others*

## 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:*