



**COMMISSION EUROPÉENNE**  
Formulaire de description de poste

Version descriptive du poste1 (*Active*)  
Version descriptive du poste453644 dans *NEAR.D.4.DEL.Bosnia and Herzegovina.91*  
Valable à partir de01/07/2024jusqu'à

**Titulaire du poste**

**Nom**

**Profil du poste**

**Position du poste**

AGENT CONTRACTUEL FGIV

**Titre du poste**

Gestionnaire des politiques - Social and Economic development

**Domaines**

**Primaire**

PRÉ-ADHÉSION et ÉLARGISSEMENT

**Intermédiaire**

**Secondaire**

**Poste sensible**

Non

**Finalité générale**

To provide operational support in the implementation and monitoring of the Growth and Resilience Facility for the Western Balkans in BiH. Tasks may also include design of capacity building support, reviewing public policies and action plans, as well as indicators. This can include support to public finance management, domestic revenue mobilization, debt management, budget transparency and statistics. The task involves policy dialogue with the authorities and with other partners (development partners, civil society organisations, Member States and International organisations), under the direct responsibility of the Head of Cooperation.

## 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 programming of activities under the Instrument for Pre-accession Assistance (IPA )
- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in the country, if and when such programmes are decided in the programming process

### + GESTION de PROJETS, PROGRAMMES et PROCESSUS

- Carry out the following duties under the supervision of the Head of Section OPS II. Initiate and process all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file) and of budget support
- Encode contracts and give an "operational visa" (GESTOPE) on documents where require
- Monitoring ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed
- Provide 'Certified correct' for payments
- Ensure de-commitment and closures of commitments
- Maintain contacts with other donors active in the country

### + COMMUNICATION INTERNE (général)

- Carry out the following duties under the supervision of an official
- Monitor and report on sectoral issues to Team Leader/ Head of Section (including Early Warning on potential disputes)
- Timely Reporting related to sector reports, bi-monthly, Annual reports and ad-hoc reports related to the sectors covered as well as input for sub-committees, IPA MC, SAA etc.
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)

### + COMMUNICATION EXTERNE (général)

- Carry out the following duties under the supervision of the Head of Section OPS2
- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EC activities in the country
- Extract and disseminate "best practice" and facilitate exchange of experiences
- Input for or occasionally drafting of briefings and speeches

## Exigences du poste

### Expérience

#### + GESTION de PROJETS, PROGRAMMES et PROCESSUS

Expérience relative au poste: au moins 5 ans  
Degré essentiel  
7 years as an advantage

### Langues

	Écouter	Lire	Prendre part à une conversation	S'exprimer oralement en continu	Écrire
Anglais	C1	C1	C1	C1	C1

## **Connaissances**

## **Compétences**

<b>Environnement de travail</b>
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### **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:*

### **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:*