



**COMMISSION EUROPÉENNE**  
Formulaire de description de poste

Version descriptive du poste1 (*Active*)  
Version descriptive du poste453648 dans *NEAR.D.2.DEL.Montenegro.002*  
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 - EU integration - Growth Plan

**Domaines**

**Primaire**

PRÉ-ADHÉSION et ÉLARGISSEMENT

**Intermédiaire**

**Secondaire**

**Poste sensible**

Non

**Finalité générale**

Under the supervision of an official, to ensure an effective and efficient support related to the implementation, monitoring and reporting on the EU Growth Plan for the Western Balkans (Montenegro), including an overall sector responsibility for digital transformation of the economy and policies in particular in relation to reforms foreseen under the Reform Agenda under the Reform and Growth Facility, and to monitor and report on these areas in Montenegro's EU membership preparation as well as for technical and operational aspects

## **Fonctions & responsabilités**

### + ANALYSE des POLITIQUES

- Carry out the following duties under the supervision of an official
- Contribute to sector analysis and provide inputs for the implementation and monitoring of the Growth Plan for the Western Balkans in Montenegro, in particular in relation to the digital transformation of the economy and policies in particular in relation to reforms foreseen under the Reform Agenda under the Reform and Growth Facility, and to monitor and report on these areas in Montenegro's EU membership preparation as well as for technical and operational aspects
- Provide technical and strategic analysis and inputs for digital transformation and IT developments
- Contribute to sector analysis and provide inputs to strategic documents and reports in the EU accession process (Annual Country Report, Stabilisation and Association Agreement subcommittees)
- Contribute to the programming, identification and appraisal of Growth Plan related actions, and to programming of activities under the Instrument for Pre-accession Assistance (IPA) in close cooperation with the beneficiary institution(s) in Montenegro, if and when such programmes are decided in the programming process

### + COORDINATION des POLITIQUES

- Coordination of work under the Reform Agenda with the Commission and with Montenegrin authorities, including on assessment and preparation of disbursements
- Contribute to coordination of all related and EU integration reports
- Support policy dialogue with all relevant ministries, agencies, donors and other stakeholders in the relevant policy areas
- Liaising with and advising the national authorities on effective programming of EU support

### + GESTION de PROJETS, PROGRAMMES et PROCESSUS

- Initiate and process, in cooperation with the Financial, Contract and Audit Section, all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing contract file)
- Encode contracts and give "operational visa" (GESTOPE) on documents where required • Monitor ongoing projects, attend management and monitoring meetings, carry out field visits, elaborate progress reports on projects and propose action if and when needed
- Provide "Certified correct" for payments
- Proactively managing sectoral programmes under indirect management including by International Organisations and IFIs, keeping Delegation management informed
- Undertaking ex-ante controls and follow-up with CFCU

### + COMMUNICATION EXTERNE (général)

- Contribute to production and dissemination of 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 Montenegro
- Contribute to dissemination of best practices and facilitate exchange of experiences
- Writing briefings and speeches, and contribute to the production of publications
- Maintain contacts and ensure coordination with multilateral and bilateral donors active in Montenegro
- Maintain good and effective contacts with national authorities, diplomatic missions of EU Member States, civil society organisations and other local stakeholders

### + COMMUNICATION INTERNE (général)

- Within the framework of the Staff Regulation, carry out tasks linked to the job description as instructed by his/her superior(s)

## Exigences du poste

### Expérience

#### + RECHERCHE, DÉVELOPPEMENT et INNOVATION

Expérience relative au poste: au moins 3 ans

Degré: essentiel

Formal education which corresponds to completed university studies of at least three years' duration attested by a diploma preferably in one of the following domains: IT, Digital, Civil Engineering, Economics, International relations, Legal studies, Political sciences as relevant for the position.

#### + MARCHÉ INTÉRIEUR/UNIQUE de l'UE

Expérience relative au poste: au moins 3 ans

Degré: un avantage

Professional experience (at least 3 years) in the following areas: IT and digital transformation and as an added value: international, national or regional economic development policies and programmes, research and innovation.

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

Expérience relative au poste: moins d'un an

Degré: essentiel

Knowledge of and proven performance in programme and project management, contracting and contract management, procurement, and use of the relevant IT tools is essential

### Langues

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

### Connaissances

- *ÉCONOMIE*
- *BUDGET, FINANCES, CONTRATS et COMPTABILITÉ*
- *POLITIQUE*

### Compétences

## 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:

***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:*