



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Active*)  
Job description version326430 in *NEAR.C.3*  
Valid from30/07/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Manager - Programme Manager / Policy Officer - EU Institution Building

**Domains**

**Generic domain**

INTERNATIONAL COOPERATION and DEVELOPMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the supervision of the Team Leader, the Contract Agent will be responsible identifying, providing assistance in implementing and evaluating Twinning projects eligible to INTPA countries and territories as part of the implementation of the Service Level Agreement between DG NEAR and DG INTPA. The Contractual agent will ensure the evaluation of the Twinning INTPA projects and that the results are included in the work on the simplification and improvement of the Twinning instrument. The Contract Agent will be asked to learn and implement also TAIX related activities covered by the above-mentioned, should the need arise to ensure no disruption in the implementation of the SLA.

**Legal disclaimer**

## Functions and duties

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming phase, identification and appraisal of Twinning. implementation modality in close cooperation with EUD, INTPA geographical units, and PC administration(s) if/when implementation of Twinning is decided in the design of INTPA actions.*
- *Advise on all aspects of the Twinning project cycle: from the design of Twinning calls for proposals, via drafting of fiches, evaluation of EU MS proposals, establishing the grant contract, implementation of Twinning Review Missions and sector/country evaluations.*
- *Provide quality check of Twinning fiches in order to ensure their compliance with Twinning rules and procedures as set up in the Twinning manual. The comments on substance are done through consultation of the relevant Commission services (line DGs and other relevant Commission services).*
- *Monitor and report on developments in ongoing projects including potential attendance in relevant meetings related to sector / project / Team Europe initiatives monitoring actions.*
- *Advise users on communication and visibility planning actions including use of social networks.*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Assess the results and impacts of INTPA Twinning projects and provide feedback for improvement.*
- *Contribute to operational or sector specific reports, briefing requests and speeches.*
- *Maintain and keep updated the key success stories and proactively propose communication and outreach initiatives promoting the instrument and its results.*
- *Organise and manage meetings of the Practitioner Network, the network of EU Member State development cooperation agencies and similar institutions.*
- *Participate in the development of guidelines, orientations and communication material.*
- *Promote the Twinning instrument to various external stakeholders, including the National Contact Points in EU MS.*

### + PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Conceive and deliver trainings on the Twinning rules and procedures at the request of the EUD, HQ Commission services and/or EU MS.*

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

- *Correctly apply the Commission's document management rules to the documents for which the official 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"

#### + GENERAL PROGRAM MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: essential

### Languages

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

## **Knowledge**

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
**BUDGET and FINANCE**  
*Financial regulation and procedures*  
*Budget monitoring and reporting*  
*Rules and procedures relating to grants*  
**PROCUREMENT and CONTRACT MANAGEMENT**  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*  
**CONTRACT MANAGEMENT**  
*Rules and procedures relating to the preparation of contracts*
- **EVALUATION and QUALITY MANAGEMENT**  
**EVALUATION**  
*Evaluation of programmes and projects*
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**  
**GENERAL PROGRAM MANAGEMENT**  
**PROJECT MANAGEMENT**  
*Project monitoring methods and techniques*
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**  
**ORGANISATION and ADMINISTRATION of SUPPORT OFFICES**  
*Administrative rules and procedures of the Institution*
- **(APPLIED) COMPUTER SCIENCE**  
**DATABASE DESIGN**  
*Standards for data input*
- **WORK/POLICY MANAGEMENT and COORDINATION (high level)**  
*Public administration*

## **Competences**

- **Analysing and Problem Solving**  
*Ability to conceptualise problems, identify and implement solutions*  
*Capacity to analyse and structure information*
- **Communicating**  
*Ability to chair meetings*  
*Ability to communicate in meetings*
- **Delivering Quality and Results**  
*Ability to work in a proactive and autonomous way*  
*Quality & process management abilities*
- **Prioritising and Organising**  
*Capacity to deliver in a structured way*  
*Planning capacity*

<b>Job Environment</b>
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### **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:*

The Contractual Agent should be ready to undertake occasional missions

**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:*