

## **PROGRAMME MANAGER – EU POLICIES**

**Position** Local Agent group 1

**Job title:** Programme Manager – EU policies

**Generic domain:** Pre-Accession and Enlargement

**Specific domain:** Human Resources' Development, Social Inclusion, Minorities (Negotiating chapters 19 and 23)

**Job Family** Programs, projects, actions and funds

**Sensitive post:** No 217280 / in Delegation in Serbia/Belgrade

**Overall purpose:** Ensure maximum impact to support Serbia's EU membership preparation including through effective and efficient programming and implementation of financial assistance as well as policy analysis and reporting.

**Function type:** POLICY ANALYSIS

**Function name:** Sector analysis, strategy formulation and programming

Duties:

- Provide advice and report on the negotiating chapters under his/her competence;
- Report on the implementation of tasks assigned and difficulties encountered;
- Support policy dialogue with all relevant ministries, agencies, donors and other stakeholders in all relevant areas.
- 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

**Function type:** PROGRAM/PROCESS/PROJECT MANAGEMENT

**Function name:** Project cycle management

Duties:

- Initiate and process all aspects of the procurement process drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file
- Encode contracts and give an "operational visa" (GESTOPE) on documents where required
- Monitor ongoing projects including on-the-spot checks, attend management and monitoring meetings, elaborate progress report on projects and propose action if and when needed
- Provide 'Certified correct' for payments
- Ensure proper archiving and filing of documents for which the Programme manager is responsible related to EU assistance programmes
- Maintain contacts with other donors active in the country

**Function type:** PROGRAM/PROCESS/PROJECT MANAGEMENT

**Function name:** Indirect Project cycle management

- Contribute to provide operational initiation at all stages of the procurement carried out by national authorities

- Contribute to 'Certified correct' visa on payment requests from national authorities and to the clearance of accounts procedures
- Assist to deal with procurement pipeline with national authorities

**Function type: INTERNAL COMMUNICATION**

**Function name:** Sector reporting to HQ

Duties:

- Monitor and report on sector issues to Team Leader/Head of Section (including early warning on potential disputes)
- Contribute regularly and timely to the Delegation's reporting to HQ on sector issues, as well as to any specific requests.

**Function type: EXTERNAL COMMUNICATION**

**Function name:** Communication related to programme & projects

Duties:

- Contribute to EU communication efforts in Serbia.
- Produce and disseminate the results of projects and EU policies more generally at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of EU activities in the country
- Ensure that projects receive adequate visibility
- Extract and disseminate "best practice" and facilitate exchange of experiences
- Write briefings and speeches as required

**Function type: INTERNAL COMMUNICATION**

**Function name:** any other business

Duties:

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

***Job Requirements***

**Formal education**

University degree level education of at least 3 years. Formal education which corresponds to completed university studies of at least three years duration attested by a diploma.

**Experience**

Minimum 3 years' of relevant experience.

Knowledge required for this position:

Excellent command of English (spoken and written)

Project Cycle Management

EU Policy knowledge in the field of Social inclusion, minorities and human resources development

Knowledge of EU procurement procedures is an advantage