



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version 117352 in *NEAR.D.2.DEL.Serbia.003*
Valid from 23/07/2019 until

Job Holder

Name

Job Profile

Position

NOT APPLICABLE

Job title

Programme Officer - EU policies

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

JUSTICE, FREEDOM and SECURITY

Sensitive job

No

Overall purpose

Ensure effective and efficient programming and implementation of financial assistance ensuring maximum impact to support the EU membership preparation of the beneficiary country

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- *Provide advice and report to the Head of Delegation, the Deputy Head of Delegation and the Head of Operations on the areas under the competence of the section and report on the implementation of tasks assigned and difficulties encountered;*
- *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;*
- *Contribute to Chapter 24 on (but not exclusively): cooperation in the field of drugs, counter terrorism (CT), prevention and countering of violent extremism (CVE), police cooperation, cybercrime.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project cycle management

- *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*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - 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*

+ INTERNAL COMMUNICATION (general) - Sector reporting to HQ

- *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.*

+ EXTERNAL COMMUNICATION (general) - Communication relating to programme and projects

- *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*
- *Ensure that projects receive adequate visibility*
- *Extract and disseminate "best practice" and facilitate exchange of experiences*
- *Write briefings and speeches as required*

+ INTERNAL COMMUNICATION (general) - any other business

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

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT, JUSTICE, FREEDOM and SECURITY, PRE-ACCESSION and ENLARGEMENT

Job-Related experience:at least 5 years

Qualifier:an advantage

Professional experience pertinent to the duties to be carried out of at least + 5 years' experience and 7 as an advantage.

+ GENERAL PROGRAM MANAGEMENT, PROJECT MANAGEMENT, PRE-ACCESSION and ENLARGEMENT

Job-Related experience:less than 1 year

Qualifier:essential

Training courses Project Cycle Management CRIS training, (ENCOD and RESPOPE level)

Training courses: PRAG procurement procedure training;Project Cycle Management;CRIS training, (ENCOD and RESPOPE level)

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT
GENERAL PROGRAM MANAGEMENT
PROGRAM MANAGEMENT and MONITORING*
- *INTERNATIONAL RELATIONS (generic)
PRE-ACCESSION and ENLARGEMENT
Pre-accession and financial instruments*

Competences

- *Analysing and Problem Solving
Capacity to analyse and structure information*
- *Communicating
Ability to communicate in meetings
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills*
- *Delivering Quality and Results
Ability to work in a proactive and autonomous way
Financial management skills
Quality & process management abilities*
- *Prioritising and Organising
Capacity to deliver in a structured way
Planning capacity*
- *Resilience
Stress resistance*
- *Working with Others
Ability to work in a team*

Job Environment

Organisational entity

Type: Delegation / Representation

Size: more than 25

Gender balance (within the entity): balanced team

Comments:

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: