



EUROPEAN COMMISSION

Job Description Form

Job description version11 (*Active*)
Job no.67950 in *DEVCO.H.2*
Valid from 15/02/2016 until

Job Holder

Name

[REDACTED]

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Assistant - External Relations

Domains

Generic domain

EXTERNAL COOPERATION and DEVELOPMENT

Specific domain

Job Family

External Relations

Sensitive job

No

Overall purpose

Under the supervision of an Administrator, assist in the preparation, identification, formulation and implementation follow-up of cooperation action plans, projects and activities for Central Asia countries and for Mongolia. Ensure the implementation, monitoring and coordination for centralised bilateral and/or regional operations. Report to the Head of Sector.

Functions and duties

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Gérer les programmes et les projets.

- Preparation of decisions and action documents and participation in the adoption process of Annual Action Programmes. Coordination with Delegations, other Commission's services and EEAS as needed.
- Contribution to the implementation and monitoring of centralised operations. In this context, preparation of technical specification of contracts (Terms of reference) and follow-up of the work of contractants to ensure deliveries and results in line with EU policies and quality standards. Planning and ensuring projects evaluations (Mid-term and/or final and/or ex-post).
- Contribution to the sector reporting and preparation of briefings relevant to the area of responsibility.
- Preparation in close collaboration with the Finance and Contract and on the basis of established formats, of call for tenders files and call for proposals and related (services, works, grant) contracts. Participation in evaluation committee for tenders or for grants. Contribution to timely encoding and actualisation of databases (CRIS, BPC,) and archives.
- Contribution to the provision of relevant information, necessary for responses and information to other institutions as the European Parliament, Council, Court of Auditors, EEAS, Delegations, development partners, beneficiaries as well as to the general public.
- Initiation and contribution to the technical approbation of documents, reports, studies, presentations, presence sheets, that can authorise a payment (conformité aux faits). Provision of information on recent development in the area of responsibilities and providing analytical inputs to inform and contribute to EU policies.

Job requirements

Experience

Job-Related experience: at least 2 years

Qualifier: essential

Additional diplomas/certificates in relevant topics for the function will be an asset. Knowledge of project cycle management of DEVCO financial and contractual procedures is an asset.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

Knowledge

- Budget, Finance & Contracts
 - Financial regulation and procedures
- Policies
 - Development
 - External relations
 - Aid Cooperation
 - Project management
- Office administration
 - Administrative rules and procedures of the Commission
- IT Tools
- Management and Organisation
 - Project management

Competences

- *Communicating*
 - *Ability to communicate in meetings*
 - *Capacity to communicate technical or specialised information*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Eye for detail / Accuracy*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Knowledge sharing*

Job Environment

Organisational entity

Type:	Unit
Size:	16 to 25 people
Gender balance (within the entity):	balanced team

Comments:

Presentation of the entity:

The Directorate General for International Cooperation and Development is responsible for designing EU development policies and for the implementation of the Commission's external aid instruments

Job related issues

Atypical working hours

Missions

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

Comments:

Disponibilité pour des missions occasionnelles à l'étranger.

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: