



## EUROPEAN COMMISSION

### Job Description Form

Job description version3 (*Active*)  
Job description version275702 in NEAR.A.5  
Valid from05/12/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer - Investment Officer

**Domains**

**Generic domain**

FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

**Intermediate domain**

**Specific domain**

EXTERNAL RELATIONS

**Sensitive job**

No

**Overall purpose**

The overall purpose of this position is to steer – under the supervision of the Team Leader/Head of Sector – the efficient use of financial instruments (in particular guarantees) and blending, and to ensure that these instruments are used in line with the strategic priorities of DG NEAR. To this end, the jobholder will have to maintain close cooperation and coordination with International Financial Institutions (IFIs) throughout the origination and development of investment projects. These tools will be instrumental in implementing the Economic and Investment Plans (EIPs) for NEAR regions, the Global Gateway Strategy and the dedicated agreements/partnerships/reform agendas put in place with individual countries which all aim to stimulate jobs and growth, support connectivity and the green and digital transition through (increased) investments in our partner countries.

**Legal disclaimer**

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

## **Functions and duties**

### **+ POLICY IMPLEMENTATION**

- *Contribute to the management of instruments financed from the EU budget, including instruments managed by financial institutions on behalf of the European Commission.*
- *Contribute to the evaluation of the investment proposals submitted by the development banks in close consultation with the thematic and geographic services. Verify the eligibility of the proposed actions and their conformity with the sectoral and strategic priorities of the Commission. Draft replies in accordance with the (administrative) agreements between the Commission and the institution concerned.*
- *Contribute to the organisation of meetings of decision-making committees: Writing invitations; preparing the agenda; circulating documents and information relating to meetings; writing meeting minutes.*
- *Contribute to the preparation and negotiation of guarantee agreements with financial institutions benefiting from EU support.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the preparation, contracting and implementing of blending projects.*
- *Contribute to the contractualisation of the ESDF+ Guarantee Agreements (i.e drafting, negotiating and signing individual Guarantee Agreements with counterparts).*
- *Coordinate the preparation of workshops and meetings.*
- *Contribute to monitoring and reporting (monitoring and impact assessment of projects; collecting and providing information for reporting and communication purposes; reporting related to blending facilities/platforms and implementation of guarantees).*

### **+ TECHNICAL ANALYSIS and ADVICE**

- *Design, formulate and promote the use of financial instruments in cooperation with the various internal and external interlocutors and stakeholders.*
- *Formulate the general framework and modalities for the implementation of blending instruments in line with EU policies, as set out in the NDICI Regulation, strategy papers and other programming documents.*
- *Contribute to the preparation of methodological tools for the development, management and monitoring of projects (manuals, guides, templates, ...) and the development of training actions.*
- *Draft briefings and speeches in the relevant field of expertise.*
- *Organise and coordinate events, panels and conferences.*
- *Attend/perform missions and outreach events in the DG NEAR regions.*

## **Job requirements**

### **Experience"**

#### **+ FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING**

Job-Related experience: at least 5 years

Qualifier: essential

The job requires a highly qualified professional with a background in development and/or project/structured finance, economics, and/or business finance, risk assessing, rating, pricing.

Experience in assessing and implementing projects in developing and emerging markets would be an advantage. A combination of quantitative skills, political understanding of NEAR regions, ability to communicate with a range of public and private actors involved in the implementation of the EIPs, Global Gateway and strategic priorities of DG NEAR and understanding of the EFSD+ policy objectives is essential. Experience in one or more of the areas listed: - Experience in work with developing countries, - Field experience or in delegation, - Diversified experience (Public / private sector, EU / developing countries), - Areas: economy, finance, business administration/management, law, political sciences. Excellent English is required for the position, and good French would be an asset.

## Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

## Knowledge

- **FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING**  
*FINANCIAL INSTITUTIONS and INSTRUMENTS*  
*Financial instruments*
- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**  
*BUDGET and FINANCE*  
*Financial regulation and procedures*  
**PROCUREMENT and CONTRACT MANAGEMENT**  
*Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters*  
*Public procurement and financial subsidies*
- **AUDIT, CONTROL and INSPECTION**
- **EVALUATION and QUALITY MANAGEMENT**
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**  
*GENERAL PROGRAM MANAGEMENT*  
*Programme planning and evaluation*  
**PROJECT MANAGEMENT**
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**  
*ORGANISATION and ADMINISTRATION of SUPPORT OFFICES*  
*Office administration*
- **INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)**  
*HORIZONTAL COORDINATION*  
*Strategic Planning and Programming (SPP)*
- **INTERNATIONAL RELATIONS (generic)**  
*EXTERNAL RELATIONS*

## Competences

- **Communicating**  
*Capacity to communicate technical or specialised information*
- **Delivering Quality and Results**  
*Ability to work in a proactive and autonomous way*
- **Prioritising and Organising**  
*Capacity to deliver in a structured way*
- **Working with Others**  
*Ability to work in a team*

## Job Environment

### 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:*

**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:*