



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version465962 in *NEAR.D.5.002*
Valid from19/12/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Manager - Programme Manager – Environment and climate (Western Balkans Investment Framework)

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Under the supervision of an official, support the unit in all tasks related to the implementation of programmes and projects in the field of climate and environment. Most of the programmes and projects will be part of the Western Balkans Investment Framework (WBIF)

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 DEVELOPMENT

- *Support DG NEAR's policy work in the field of climate & environment, together with DG NEAR thematic and geographical units and with other relevant DGs.*
- *Attend and contribute to relevant meetings with Commission services, the EEAS and Council working groups*
- *Initiate and contribute to briefings for the hierarchy, LTT, background and policy notes, internal reporting, etc.*

+ POLICY ANALYSIS

- *Contribute to sector analysis and other thematic analyses pertaining to the area of climate and environment policy and to the implementation of the Green Agenda for Western Balkans*
- *Contribute to the definition of relevant strategies in cooperation with DG NEAR thematic units, geographical units and EU Delegations.*
- *Support the policy dialogue with partner countries, donors, IFIs and other relevant stakeholders on climate and environment.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the Strategic Planning and Programming of the Multi-beneficiary Programmes and Financial Instruments (as required) in the area of climate and environment*
- *Ensure that financial assistance within the assignment is implemented in accordance with the principles of effectiveness, efficiency and economy.*
- *Assist in providing technical and financial supervision of Programme implementation and monitor project conditions.*
- *Follow up and solve problems connected to implementation issues on respective programmes and financial Instruments.*
- *Seek to maintain coherence between different programmes in the field. • Participate in all stages of the implementation of the Western Balkans Investment Framework, with specific reference to public sector projects related to climate and/environment*
- *Support certain aspects of the programming and implementation of the sector portfolio in the digital areas.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Prepare and manage tenders, calls for proposals and other contract award procedures, also regarding Financial Instruments (as required).*
- *Design or approve terms of reference for contracts concluded under these programmes*
- *Design or approve terms of reference for contracts concluded under these programmes*
- *Maintain contacts with Member State administrations, IFIs, private sector consultants or with other contractors regarding the design and execution of contracts.*
- *Follow up on the performance of contractors, monitor contractual obligations and ensure internal reporting, including for Financial Instruments.*

+ EXTERNAL RELATIONS

- *Ensure liaison with beneficiary countries on aspects concerning cooperation programmes/ projects and Financial Instruments.*
- *Ensure cooperation with IFIs in relevant platforms*

Job requirements

Experience"

+ PRE-ACCESSION and ENLARGEMENT

Job-Related experience: at least 5 years

Qualifier: essential

Expérience dans un ou plusieurs des domaines indiqués. Expérience de terrain ou en

Délégation : souhaitable. Expérience diversifiée (secteurs public/privé, UE / pays en voie de développement) : souhaitable.

Languages

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

Knowledge

- *CLIMATE, ENVIRONMENT and NATURAL RESOURCES*
CLIMATE
ENVIRONMENT and its PROTECTION
NATURAL RESOURCES
WASTE MANAGEMENT and RECYCLING
- *FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING*
FINANCIAL INSTITUTIONS and INSTRUMENTS
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
PROCUREMENT and CONTRACT MANAGEMENT
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *INTERNATIONAL RELATIONS (generic)*
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Capacity to communicate technical or specialised information
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *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

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:

Around 8 missions per year outside EU Responsibility for strategically important cooperation programmes.

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: