



EUROPEAN COMMISSION

Job Description Form

Job description version6 (*Active*)
Job description version 100044 in NEAR.D.1.DEL.Montenegro.002
Valid from 10/09/2020 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - EU policies - Private Sector Development

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To ensure an effective and efficient support to programming and implementation of pre-accession assistance to Montenegro and specifically support to Montenegro's EU membership preparation in the area of Private Sector Development (competitiveness and innovation, free movement of goods and Internal Market reform).

Legal disclaimer

Functions and duties

+ POLICY ANALYSIS - Sector analysis, strategy formulation and programming

- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in the relevant policy area
- Contribute to sector analysis and to the definition of the EU strategy for financial assistance in the relevant policy area, and provide inputs for strategic documents (Country Strategy Paper) and other reports (Annual Country Report, the Economic Reform Programme and Economic Governance)
- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institution(s) in Montenegro, if and when such programmes are decided in the programming process
- Liaising with and advising the national authorities on effective programming of IPA support

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Delegation's project cycle management

- Initiate and process, in cooperation with the Financial, Contract and Audit Section, all aspects of the procurement process (drafting Terms of Reference, launching tenders, evaluating the bids, preparing contract file)
- Encode contracts and give "operational visa" (GESTOPE) on documents where required
- Monitor ongoing projects, attend management and monitoring meetings, carry out field visits, elaborate progress reports on projects and propose action if and when needed
- Provide "Certified correct" for payments

+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Indirect project cycle management

- Proactively managing sectoral programmes under indirect management, keeping Delegation management informed
- Undertaking ex-ante controls and follow-up with CFCU

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

- Contribute to production and dissemination of 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 Montenegro
- Contribute to dissemination of best practices and facilitate exchange of experiences
- Writing briefings and speeches, and contribute to the production of publications
- Maintain contacts and ensure coordination with multilateral and bilateral donors active in Montenegro
- Maintain good and effective contacts with national authorities, diplomatic missions of EU Member States, civil society organisations and other local stakeholders

+ INTERNAL COMMUNICATION (general) - Other activities

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

Job requirements

Experience"

+ RESEARCH, DEVELOPMENT and INNOVATION, INNOVATION and COMPETITIVENESS, INTERNATIONAL RELATIONS (generic), LAW, ECONOMICS

Job-Related experience: at least 3 years

Qualifier: essential

Formal education which corresponds to completed university studies of at least three years' duration attested by a diploma preferably in one of the following domains: Economics, International relations, Legal studies, Political sciences.

+ REGIONAL POLICY (EU/national level), SMEs and ENTREPRENEURSHIP, PRIVATE SECTOR

Job-Related experience: at least 3 years

Qualifier: essential

Solid professional experience (at least 3 years) in the following areas: international, national or regional economic development policies and programmes, SME development programmes, research and innovation policies.

+ PROJECT MANAGEMENT, GENERAL PROGRAM MANAGEMENT, PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 1 year

Qualifier: essential

Knowledge of and proven performance in programme and project management, contracting and contract management, procurement, and use of the relevant IT tools is essential

Languages

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

Knowledge

- *ECONOMICS*
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *POLICY*
 - *POLICY ANALYSIS*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
 - *Projects and programmes*
 - *GENERAL PROGRAM MANAGEMENT*
 - *PROGRAM MANAGEMENT and MONITORING*
 - *PROJECT MANAGEMENT*
- *INTER-INSTITUTIONAL RELATIONS*
 - *Administrative rules and procedures of the institutions of the European Communities*
- *REPRESENTATION and NEGOTIATION*
 - *RELATIONS with MEMBER STATES and CIVIL SOCIETY*
- *INTERNATIONAL RELATIONS (generic)*
 - *PRE-ACCESSION and ENLARGEMENT*
 - *EXTERNAL RELATIONS*

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to communicate in meetings
Ability to understand and be understood
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Eye for detail / Accuracy
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Coordination skills
Planning capacity
- *Resilience*
- *Working with Others*
Ability to work in a team
Confidentiality
Sociability skills

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: