



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version259993 in *FPI.3*
Valid from 11/03/2021 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT

FGIII **Job title**

Programme Assistant - Assistant Programme Manager - CFSP

Domains

Generic domain

EU's INTERNAL and EXTERNAL

SECURITY Intermediate domain Specific

domain

EXTERNAL

RELATIONS **Sensitive job** No

Overall purpose

The Contract agent will work under the supervision of an official. Support to definition, planning and implementation of Common Foreign and Security Policy (CFSP) operations

Legal disclaimer

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

Functions and duties

+ GENERAL PROGRAM MANAGEMENT

- *Prepare Commission Financing Decisions and financial statements for CFSP operations*
- *Prepare and manage contracts relating to implementation of CFSP operations and their follow-up. Monitor contractual obligations via periodic controls, monitoring missions and reporting.*
- *Coordinate aspects related to CFSP operations with the EEAS, the Council Secretariat, and other relevant operational Units within the Relex family or other Commission services.*
- *Present financial statements to the responsible External Relations Council Working Group (RELEX)*
- *Carry out operational initiation of commitments, payments, financial and narrative reports, recoveries, de-commitments, regularisations and any other financial transactions related to CFSP operations managed by the jobholder.*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Launch and respond to interservice consultations falling under the responsibility of the jobholder and/or the Unit.*
- *Consult other associated DGs and if necessary participate at inter-service co-ordination meetings.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Contracting and follow-up of Decisions, actions (projects/programmes) or contracts*
- *Monitor expenditure of actions and contracts closely so that claimed costs in all payment requests can be deemed to correspond to the work accomplished - conforme aux faits*
- *Provide the Operational Initiating Agent visa to financial transactions and ensure due upstream coordination with the Financial Initiating Agent, as provided in the relevant regulation and guidance*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years Qualifier: essential

Experience in project management in EU institutions, Member States or other public administration or private sector

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING**
 - **BUDGET and FINANCE**
 - *Budgetary rules and procedures*
 - *Financial regulation and procedures*
 - **PROCUREMENT and CONTRACT MANAGEMENT**
 - **CONTRACT MANAGEMENT**
- **OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES**

- ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
 - Office administration
- EU's INTERNAL and EXTERNAL SECURITY
 - Foreign and Security Policy (CFSP)

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
- *Communicating*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
 - *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*
 - *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:

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: