



## EUROPEAN COMMISSION

### Job Description Form

Job description version 3  
Job description version 427844 in FPI.3.002  
Valid from until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Project Assistant - EU Policies

**Domains**

**Generic domain**

EU FOREIGN RELATIONS (excl Security and Defence)

**Intermediate domain**

**Specific domain**

EXTERNAL RELATIONS

**Sensitive job**

No

**Overall purpose**

Manage portfolio of projects under NDICI-GE/PI in areas of geo and thematic competence; in particular management of Policy support facility and TAIEX NDICI FPN.

**Legal disclaimer**

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

## **Functions and duties**

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

- *Contribute to the programming, identification and appraisal in close cooperation with all stakeholders: Delegations, EEAS and Commission;*
- *Assist with all aspects of the procurement process (drafting ToRs, launching tenders, managing and monitoring calls for proposals, tenders, evaluations and selections of projects etc);*
- *Monitor on-going projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed;*
- *Ensure the follow-up of the implementation of projects and the good performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance etc.) and gather and handle external expertise;*
- *Coordinate project objectives and activities with other EU actions in the country/region;*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *For all new projects to be centrally contracted in the area of responsibility, ensure timely and accountable negotiation of technical and financial aspects of projects, and act as operational initiator in view of preparing the signature of contracts or award of grants, in close co-ordination with the implementing partners, Delegation and desks, and Unit FPI.6 "Budget, Finance, Relations with other institutions".*
- *Verify that projects in state XXX are managed in accordance with the rules set out by the Commission on financial and contractual management.*
- *Verify that projects in relevant countries are managed in accordance with the rules set out by the Commission on financial and contractual management.*
- *Monitor programme expenditure so that claimed costs can be deemed to correspond to the work accomplished.*
- *During and after the period of implementation, supervise evaluation and audit of projects, disseminating results as appropriate. Ensure recovery, de-commitment, and regularization of finance, and all other activities of an operational project manager as may be required.*
- *Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as requested.*

### **+ REPRESENTATION and NEGOTIATION**

- *Support FPI in its representation at meetings with regard to preparation and implementation of PI/NDICI projects*
- *Consult and support negotiations with all partners in the preparation and implementation of PI/NDICI projects, including EEAS and Commission services, Member States' services and representatives of third countries.*

### **+ EXTERNAL COMMUNICATION (general)**

- *Support FPI in its Information and reply to questions from European Institutions, Member States and the general public;*
- *Support the development of communication strategies for PI/NDICI actions and ensure EU visibility during implementation of activities.*
- *Produce and disseminate best practices. Participate in exchanges of experiences;*
- *Provide information for audit by Commission services or the European Court of Auditors*

+ PROCESS MANAGEMENT

- Collaborative space: creation, maintenance and animation of FPI knowledge management system
- Communication and visibility: coordination of activities such as press releases, social media activities, participation in external events, briefings, speeches, production of communication outputs, pooling products and resources among all PI actors, elaborate specific trainings
- Programming: drafting annual action programmes, drafting/coordinating amendments to AAPs, ensuring a strategic programming exercise led by the hierarchy's strategy/vision, coordinating non-papers from DELs/RTs, organising cluster meetings and sub-cluster meetings, concept notes, QSG, coordinate review exercises of programming templates
- Support to strategic overlook of the PI/NDICI: mainstreaming of cross-cutting issues, including gender and public diplomacy; coordination and coherence of PI/NDICI interventions worldwide, including PSF and TAIEX; fostering foreign policy added value of P/NDICI actions and improving flexibility of operations through existing tools; improving strategic outreach to external stakeholders;
- Strategic outreach to internal stakeholders and cross-fertilisation with other EU instruments/ services

+ INFORMATION and COMMUNICATION TECHNOLOGIES

- Carry out capacity analysis and system evaluation.
- Manage integration of information systems into the business environment.
- coordinate feedback from FPI OPSYS users, liaise with INTPA/NEAR/DIGIT as required, provide basic training to FPI users, contribute to better solutions

**Job requirements**

**Experience"**

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES, BUDGET and FINANCE, BUDGET, FINANCE, CONTRACTS and ACCOUNTING, PROCUREMENT and CONTRACT MANAGEMENT, PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:desirable

Previous experience in the EC dealing with cooperation projects required

**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  
PROCUREMENT and CONTRACT MANAGEMENT  
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
- PROGRAM / PROCESS / PROJECT MANAGEMENT  
Projects and programmes
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
- COMMUNICATION and PUBLICATION  
MISSIONS, MEETINGS and VISITS (incl Protocol Service)  
Missions, seminars, meetings (budgetary aspects)

## Competences

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*  
*Inquiring mind*  
*Numeracy*
- *Communicating*  
*Ability to communicate in meetings*  
*Ability to understand and be understood*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Quality & process management abilities*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*

## Job Environment

### Organisational entity

#### Presentation of the entity:

The Unit manages rapid response actions in Europe, Asia and the Americas – both under the Crisis Response and Foreign Policy Needs components – of NDICI-Global Europe. Thematically, the Unit leads FPI's work on Public and Cultural Diplomacy, Disinformation as well as mine action and economic issues and global health.

It is also responsible for cooperation with High-income countries (HICs) and Public Diplomacy (in HICs as well as in China, India, Brazil, Mexico and Argentina) in its geographic area of responsibility.

The Unit works in close cooperation with the EEAS and all relevant European Commission services at headquarters as well as in EU Delegations. It acts as the EU's first responder in situation of urgency, emerging crisis, crisis and post-crisis and in providing support to urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy.

Together with the FPI Regional Teams in Bangkok and Brasilia and the FPI office in Vienna, the Unit collaborates closely with EU Member State agencies, international organisations, civil society and the private sector to effectively deliver on EU foreign policy commitments through conflict-sensitive and policy-driven action.

#### 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:*