



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version259148 in *FPI.5*
Valid from16/03/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Programme Officer - Programme Organiser in the Secretariat of the European Union Visitors Programme (EUVP)

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

EXTERNAL COMMUNICATION (general)

Specific domain

INTER-INSTITUTIONAL RELATIONS

Sensitive job

No

Overall purpose

Organise individually-tailored programmes in Brussels and Strasbourg for participants in the EUVP. To control the quality and integrity of upcoming programmes.

Legal disclaimer

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

Functions and duties

+ INTER-INSTITUTIONAL RELATIONS

- *Plan and prepare individually-tailored programmes for EUVP participants according to their specific professional interests.*
- *Undertake research on appropriate interlocutors in all Institutions, including Members of Parliament and organise meetings with the visitors.*
- *Continually update the list of interlocutors*

+ EXTERNAL COMMUNICATION (general)

- *Collect data on organisations other than EU-Institutions and establish and maintain contacts where pertinent for upcoming visits*
- *Communicate general EU policy to visitors in line with official communication material prepared by the Institutions*

+ OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES

- *Verify/control the quality and the overall consistency of all EUVP programmes.*
- *Organise own deadlines, workflow and follow-ups.*
- *Accompany visitors where necessary during their in-person visits*

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 1 year Qualifier:essential

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
 - *PROJECT MANAGEMENT*
- *COMMUNICATION and PUBLICATION*
 - *MISSIONS, MEETINGS and VISITS (incl Protocol Service)*
 - *Organisation of visits and presentations*
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
 - *IT tools for OFFICE AUTOMATION*
 - *Word*
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
 - *Internal organisation of the Directorate General*
 - *Organisation chart, missions and mandates*
- *INTER-INSTITUTIONAL RELATIONS*
 - *Administrative rules and procedures of the institutions of the European Communities*
 - *Inter-institutional procedures*
- *REPRESENTATION and NEGOTIATION*
 - *INSTITUTION REPRESENTATION and NEGOTIATION*
 - *Rules, procedures and protocol relating to seminars, meetings, conferences, market prospecting*

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
- *Communicating*
 - *Ability to understand and be understood*
 - *Capacity to present issues to an audience*
 - *Drafting skills*
- *Delivering Quality and Results*
 - *Ability to identify user's needs*
 - *Ability to work in a proactive and autonomous way*
 - *Client orientation*
 - *Conscientiousness*
- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Coordination skills*
- *Resilience*
 - *Stress resistance*
- *Working with Others*
 - *Ability to work in a team*
 - *Sociability skills*

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:

Availability to work in the office and accompany visitors where needed and appropriate