

**Job Framework**

<b><u>Job Title:</u></b>	SNE - Cooperation coordinator
<b><u>Job Location:</u></b>	HQ MENA.5 – Strategy and Instruments of the European Neighborhood Policy (ENP)
<b><u>Job Number:</u></b>	171484
<b><u>Area of activity:</u></b>	Cooperation Team/Programming
<b><u>Category:</u></b>	AD
<b><u>Duration of secondment:</u></b>	1 year renewable up to 4 years in total

**Job Content**

**Overall purpose:** Under the supervision of the Head of Division:

- To contribute to ensure coherence of policy/ political objectives and financial support for 16 Neighbourhood partners (South and East) for the MFF post 2020
- To ensure coordination of the programming process within EEAS for the Neighbourhood; including guidance and advice to EEAS MD MENA and MD EURCA geographical Divisions
- To contribute to proposals for multiannual allocations for post 2020 and for yearly Umbrella programmes
- To contribute to the negotiations of the future Neighbourhood, Development and International Cooperation Instrument (NDICI) for Neighbourhood -related aspects
- To contribute to the oversight of financial aspects of migration in the Neighbourhood

**Functions and Duties:**

- To coordinate programming of EU financial support for MFF post 2020 for the Neighbourhood (South and East); guiding and advising geographical Divisions in MD EURCA and MD MENA; liaising with other relevant services in the EEAS, Commission and EU Delegations
- To contribute to proposals on future financial allocations for the period 2021-27 for Eastern and Southern Neighbourhood partners
- To contribute to proposals for beneficiary countries of the yearly Umbrella programmes under the European Neighbourhood Instrument and the future NDICI
- To provide an overview of financial support for migration in the Neighbourhood
- Focal point within EEAS on Neighbourhood-related aspects of negotiations of the future Neighbourhood, Development and Cooperation Instrument (NDICI) under the MFF 2021-27: attending meetings of the Council Ad Hoc Working Group, EP Committees and inter-service coordination meetings with relevant Commission services
- To prepare briefings, reports, replies to parliamentary questions and inter-service consultations in the areas indicated above

**Job Requirements**

<b><u>Education and Training:</u></b>	University diploma, preferably in economy, accounting, business administration or other relevant areas,
<b><u>Knowledge and Experience:</u></b>	Professional experience of at least 3 years; very good understanding of financial assistance matters; Good understanding of EU budgetary processes; Knowledge of EU institutions and related decisional processes; Knowledge of the European Neighbourhood Policy

**Skills**

**Linguistic skills:** Fluency in English; operational knowledge of French would be an asset.

Communication skills:

Capacity to communicate clearly on complex issues, both orally and in writing. Drafting and reporting skills.

Interpersonal skills:

Coordination skills. Flexible team-player.

Intellectual skills:

Solid analytical capability; Accuracy; Rapid grasp of complex problems and capacity to identify issues and solutions.

**Personal Qualities**

Dynamic, motivated and flexible team-player.