

Job Title: Project Officer- Trade and Other EU Policies

Overall purpose

Under the supervision of the Head of Section, monitor, analyse and report on legal and administrative developments, implementation and follow-up of pre-accession activities of Turkey in the fields of Intellectual Property Law, Consumer Protection and Company Law. Assist the Head of Section in conducting and coordinating the pre-accession reporting activities within the Delegation. Participate in the activities of the Gender Equality Working Group streamlining gender equality in the EU policies and operations in Turkey.

Functions and duties

+ POLICY ANALYSIS - Monitoring and policy analysis

- *Conduct, monitor and analyse the policy area of activity of the host country and follow its developments particularly in regard to the political relations with the EU and its Member States*
- *Screen legislative acts and proposals relevant to acquis chapters and report*
- *Acquire in-depth knowledge of the relevant Turkish institutions and contribute to the capacity building process*
- *Contribute to sector analysis and to the definition of a sector strategy for the European Community*
- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern and raise issues*

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

- *Contribute to the programming process and identification of activities under the Instrument for Pre-Accession Assistance (IPA) in relation to relevant policy areas*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed*
- *Evaluate projects*
- *Maintain contacts with other donors in the host country*

+ PROCUREMENT and CONTRACT MANAGEMENT - Project manager

- *Contribute to the definition of terms of reference*
- *Follow-up contract performance (deadlines, specifications, expenditure, etc.)*
- *Follow-up sub-contracted staff: work programme, workload, work organisation, schedules, priorities, review of deliverables*
- *Ensure contract performance and fulfilment of reporting procedures when contracts are used during the implementation of projects*

+ INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- *Study, monitor and report regularly and in timely fashion (including early warnings in case of potential conflicts) to Headquarters on sectoral issues, respond to any specific requests in this regard*
- *Provide answers to any specific question on the policy area of activity*
- *When required, draft speeches and speaking notes on the sectors concerned*
- *Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."*

+ EXTERNAL RELATIONS - External relations

- *Assist in maintaining good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official actors*

- *Prepare and assist in missions from Headquarters and in bi-lateral meetings*
- *Drafting of speeches for events for relevant policy areas*

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

- *Assist in producing and disseminating the results of projects at workshops, seminars, conferences and other public events.*
- *Contribute to the P&I activities of the Delegation in relevant policy areas.*
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Job requirements

Experience

Job-Related experience: at least 5 years. Experience in policy analysis and reporting

Education

Formal education which corresponds to completed university studies of at least three years duration attested by a diploma..

Knowledge

Good knowledge of EU and Turkish policies and programmes in the area of the Internal Market, in particular in the areas of Intellectual Property, Consumer Protection and Company Law. Knowledge of other related sectors would be an asset. Knowledge of principles and processes involved in project cycle management, project monitoring methods and techniques

Languages

| | <u>Listening</u> | <u>Reading</u> | <u>Spoken Interaction</u> | <u>Spoken production</u> | <u>Writing</u> |
|----------|------------------|----------------|-------------------------------|------------------------------|----------------|
| Turkish | C1 | C1 | C1 | C1 | C1 |
| English. | C1 | C1 | C1 | C1 | C1 |

