

## Description of FMO's Organisational Structure and related Junior Professional Posts 2023-2024

All 11 FMO Junior Professional positions are based in Brussels and the contract period is for 11.5 months, from 1 September 2023 to 15 August 2024.

- **Communication JP (1 post)**
- **Compliance and Administration Department**
  - **Legal Affairs JP (1 post)**
  - **Finance and Control JP (1 post)**
  - **Information Management JP (1 post)**
  - **Grants Management Systems Unit JP (IT) (1 post)**
- **Country and programmes Department**
  - **Country and Bilateral Unit**
    - **Poland JP (and other tasks) (1 post)**
    - **Bilateral JP (and other tasks) (1 post)**
  - **Results and Evaluation Unit JP (1 post)**
  - **Priority Sectors JP (1 post)**
  - **Funds and Horizontal Concerns Unit**
    - **Civil Society JP (1 post)**
    - **Roma Inclusion JP (1 post)**

What type of work can you expect to do? The content of the job largely depends on the department you are assigned to. You may, for example, work in the field of communication, law or with specific sectors.

Typical tasks include:

- assisting on programme management
- coordinating events
- drafting minutes, information material and reports
- document management in the online documentation and reporting system
- assessing and communicating progress and results using indicators, statistics and other information.

## Communication

The **Communication JP** provides support in a broad range of communication activities.

Key tasks include:

- drafting content for our social media channels and our website ([www.eeagrants.org](http://www.eeagrants.org))
- contributing to digital promotion activities
- creating visual content such as videos, designs and infographics for our social media channels
- assisting with social media community management
- assisting with reporting and analysis of communication activities
- assisting in digital asset management
- assisting with the organisation of events and workshops

## Compliance and Administration Department

### Legal Affairs Unit

The **Legal Affairs JP** supports the Unit on a broad range of legal issues surrounding the management of the grants. Key tasks include:

- resolving problems encountered during appraisal and implementation of programmes and projects
- providing legal support to stakeholders on multiple legal issues as well as interpretation of the broader legal framework governing the grants
- supporting the legal officers in their day-to-day tasks

### Finance and Control Unit

The **Finance & Control JP** works in close relationship with the finance and control officers and provides support and assistance to the team on the management of the grants. Key tasks include:

- supporting the finance and control officers in their day-to-day tasks including financial planning, monitoring and reporting of programmes or administrative budget
- preparing and reviewing financial reports, procedures, overviews and statistical information for internal or external stakeholders
- working with the online documentation and reporting system, focussing on financial aspects
- supporting the finance and control team in designing and facilitating training workshops in beneficiary states.
- communicating with key stakeholders on finance and control matters
- contributing to accounting and payment review tasks

The position might include occasional travels to Beneficiary States.

#### Administration and HR Unit

The **Information Management JP** works closely with the Information Management Officer who supports the lifecycle of documents, records and information in digital and physical format. The JP will work within the Administration and HR Unit on dedicated information management tasks as well as supporting other functions within the unit. Key tasks include:

- Contribute to the implementation of filing plans, retention and disposition schedules, and other records management activities
- Assist with information capture, storage, and retrieval in FMO's Records Management systems
- Create, organise and manage content in FMO's intranet
- Contribute to strategic and technical projects related to information management, archives, and records management and collaborate with colleagues across the organisation
- May be assigned other duties within the unit such as meeting documentation, learning and development and event coordination

Who are we looking for?

- Recent graduates of a bachelor or master programme in information science (information management, archival science, library science and records management) or a related discipline
- Candidates with a proactive, independent work ethic and strong interpersonal skills, client orientation, and intercultural sensitivity
- Experienced SharePoint users and content managers or an interest to become one

#### Grants Management Systems Unit (IT)

The **Grant Management Systems (IT) JP** will support the management of the IT application and the users. The IT application we manage is the Grants Administration and Collaboration Environment (GrACE), the FMO's online documentation and business processing system. The GMS unit members are software specialists, serving as the human link between this computer system and the people in the 18 countries who use it daily. Our tasks include:

- Assisting in the FMO's programme development and implementation activities (Financial Mechanism 2014-2021) as well as information, data and process management within our system, which stores information and data for record keeping and reporting.
- Following up on new functionalities and changes in the system: Document any new requirements based on user's needs, overseeing the software development

and maintenance activities, including preparation and performance of content and functional testing with the end users.

- Business analysis; collection of business requirements for what is needed in the system to perform our daily work and to store data for the future
- Preparing documentation, presentations and guidance material to our users
- Helping both FMO colleagues as well as external users of the system through our helpdesk. For example; how to submit their reports, following up on any errors in the system, problems logging in, changing information and data, uploading documents, extracting information for reports etc.
- Maintain the unit's SharePoint sites.
- Preparing data extractions using Excel or SQL, for both colleagues and external users who need reports or statistics for their work

The unit works in an Agile framework with daily standup meetings and in close collaboration with other business units.

Candidates with a bachelor's degree will be accepted for this position and it is open to applicants with both IT and non-IT backgrounds. We will tailor the position within our unit to match your interests and career goals. Training in the various computer programs, IT systems and processes can be arranged.

## **Country and programmes Department**

### Country and Bilateral Unit

There are **two (2) JP positions**, the **Country and Bilateral Cooperation JP's** will work within the team in charge of the day-to-day contacts with the Donor States and the Beneficiary States as well as the coordination of the work to strengthen bilateral relations. The Country and Bilateral Cooperation Unit is the primary contact point to the National Focal Points in the Beneficiary States. This includes country coordination and maintaining oversight of and following up on the implementation of the Grants in the Beneficiary States, and liaison with the Donor States to follow up issues as needed. One JP will primarily have Poland as their core portfolio by supporting the Country Officer for Poland in day-to-day tasks, including following the political situation and the overall programme implementation in the largest Beneficiary State of the Grants. The core portfolio of the other JP will support the Bilateral Officer(s) in their daily tasks to facilitate and increase cooperation and bilateral relations between the Donor States and the Beneficiary States in the framework of the Grants. In addition to their core portfolios, both JPs will assist on other country portfolios when needed, as well as other horizontal tasks in the unit.

Key tasks include:

- preparing annual meetings and assisting in informal and formal communication between Donor States and Beneficiary States
- assisting in follow-up of the country portfolios and surveying the political,

economic and social development in the Beneficiary States as well as relevant EU development policies

- assisting in follow-up of initiatives for bilateral cooperation between public and private partners in the Donor and Beneficiary States
- analysing and reporting of information and working with the online documentation and reporting system
- assisting in coordination of internal and external meetings, both internally and externally.

#### Priority Sectors Unit

The **Priority Sectors Unit JP** works on:

- supporting programme managers in their work related to programme development and implementation (Financial Mechanism 2014-2021)
- preparing and giving input to thematic analysis of supported sectors and providing assistance in reporting of results and trends
- assistance in maintaining contacts with programme operators in the 15 Beneficiary States
- working with the online documentation and reporting system

#### Funds and Horizontal Concerns Unit

There are **two (2) JP positions**, please specify your preference when applying.

#### **Civil Society JP**

Supporting civil society is a key priority for the EEA and Norway Grants. Through the Active Citizens Fund, we provide more than € 200 million to the sector in the beneficiary countries. The objective of the Active Citizens Fund is to strengthen civil society and active citizenship and to empower vulnerable groups.

The programmes address a wide range of issues, from strengthening the role of civil society organisations as advocates of human rights, to supporting civil society organisations that promote the rights of disadvantaged citizens and increase citizens' involvement in policy and decision-making processes. In a context of reduced national and international support to civil society, the EEA and Norway Grants play a critical role in building the capacity of the sector. The following areas of support are covered by the programmes:

- Democracy, active citizenship, good governance and transparency
- Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity
- Social justice and inclusion of vulnerable groups
- Gender equality and gender-based violence
- Environment and climate change

Who are we looking for?

Preference will be given to recent graduates with strong interest in civil society, human rights and empowering groups in vulnerable situations. Successful candidates will have experience in volunteering for civic or social causes or working with a civil society organisation. Experience with a beneficiary country is considered an asset, but not a requirement. Key tasks include:

- Supporting day-to-day programme management tasks related to the implementation of the Active Citizens Fund
- Reviewing programme reports and project level information
- Supporting administrative tasks, including participation in internal meetings and external events, drafting speaking points, taking minutes and maintaining contact lists
- Contributing to the organisation of the annual Fund Operator meeting
- Supporting the preparation of the future civil society programme
- Extracting data, preparing overviews and carrying out analysis in the area of civil society
- Managing an online community platform for Fund Operators of the Active Citizens Fund
- Working with the online grants management system and document archiving

### **Roma Inclusion JP**

Roma inclusion and empowerment is a cross-cutting priority of the EEA and Norway Grants. Through dedicated programmes and projects, the Grants support countries in achieving their targets on Roma inclusion and the implementation of their national Roma inclusion strategies. The Grants support activities in the areas of education, employment, housing, healthcare, and efforts combatting antigypsyism and discrimination. Issues are addressed with a broad and comprehensive approach, and Roma are supported in an explicit but not exclusive way. Involving the Roma community in meaningful ways is essential in achieving this. Special focus is placed on countries with large Roma populations – Bulgaria, Czechia, Greece, Romania and Slovakia.

#### Who are we looking for?

The preference will be given to the candidates, recent graduates (**minimum bachelor's degree required, master's degree is considered an asset**) with a strong interest in Roma inclusion and empowerment, human rights and supporting groups in vulnerable situations.

The position is open for nationals of the EEA EFTA States (Iceland, Liechtenstein and Norway) and nationals of the member states of the European Union. Priority will be given to candidates of self-declared Roma/Sinti/Traveller origin. Key tasks include:

- Supporting day-to-day programme management tasks related to the implementation of the programmes relevant for Roma inclusion, including monitoring and follow-up on financial allocations and Roma-related indicators
- Reviewing programme reports and project level information

- Extracting data, preparing overviews and carrying out analysis in the area of Roma inclusion and empowerment
- Supporting administrative tasks, including participation in internal meetings and external events, drafting minutes and maintaining contact lists
- Working with the online grants management system and document archiving

### Results and Evaluations Unit

The EEA and Norway Grants are implemented following results-based management principles – making sure that all funding contributes to the achievement of the overall objectives of the Grants. Progress towards the achievement of the planned results is tracked through regular reporting, monitoring, and evaluation. The unit works across the entire organisation, providing support and expertise in result-based management, monitoring, evaluation, research methodologies, data management and analysis. The trainee is expected to take an active part in all aspects of the unit's work, contributing to the knowledge-based orientation of the Grants.

The **Results and Evaluations Unit JP** works on:

- preparing thematic analyses of supported programmes
- preparing and quality assuring statistical reports and data extractions using Excel, Power BI, Python or SQL
- providing training and input on reporting of results and trends
- providing input on monitoring and evaluation reports
- working with the online documentation and reporting system
- supporting programme implementation, including monitoring

Strong analytical and writing skills are required for this position.