

## List of function types

### 1. External Communication

#### **Function type**

External Communication

#### **Function**

Publication of the Scientific Committee's work  
Public relations in the regionalised Delegation  
Project dissemination activities  
Relations externes en matière linguistique  
Contacts externes en matière linguistique et de traduction  
Contacts linguistiques spécialisés  
Contact et support communicationnelle - Antenne  
Management of the external communication of the delegation  
Public speaking  
Dissemination of statistical information  
Public relations support  
Communication relating to programme and projects  
Defining communication strategies relating to programme and projects  
Communication relating to programme  
Reporting to third parties on nuclear activities  
External communication relating to policy  
Information and dissemination services  
External Information Points

## 2. Budget, Finance & Contracts

### Function type

Budget, Finance & Contracts

### Function

Financial and contractual management of the project  
Financial authorisation  
Finance and contracts management within the Delegation  
Cabinet's budget, finance, contracts and audit procedures  
Management of the budget for supplies  
Financial follow-up of contracts  
Management of the information budget  
Management of training budget  
Financial assistance in the domain of  
Operational Initiation  
Operational Verification  
Financial co-ordination and advice  
Financial verification  
Financial co-ordination - Verification  
Assistance to financial verification  
Financial co-ordination - Initiation  
Financial initiation  
Follow up and reporting  
Support to budget, finance, contracts and audit procedures  
Directorate's budget, finance, contracts and audit procedures  
Budget, finance, contracts and audit procedures  
Support financière pour la traduction externe  
Account management  
Management of the delegation's information budget  
Delegation's financial management  
Management of delegation's administrative expenditure  
Budget management  
Expenditure verification and control  
Assistance in training budget management  
Aid budget supervision  
Financial analysis and reporting  
Financial Reporting  
Monitoring Member and Enlargement States contribution  
Management of budget allocation and follow-up  
Budget analysis and forecasting  
Budget information and reporting  
Budget advice  
Budget planning and follow-up  
Budget analysis and forecasting  
Budget allocation and follow-up  
Budget reporting  
Budget procedural support  
Budget monitoring  
Accounting development  
Account management and supervision  
Account management in DG BUDG  
Assistance to accounting development  
IT Budget implementation  
Budget planning and monitoring  
IT software and services contract management  
Delegation's contract management  
Assistance to operational Initiation/Verification  
Assistance to calls for tender  
Tenders and contracts management  
Management of evaluation contracts  
Contribution to the organisation and management of contracts  
Organisation and management of calls for tenders  
Operational Initiation / Verification  
Preparation and management of calls for tender  
Financial management of programmes  
Launch and follow-up of call for tenders  
Assistance in the management of sub-contracted activities  
Management of sub-contracted IT activity  
Operational management of IT contracts  
Ad hoc participation in selection procedures of IT supplies  
Supervision of Contract Management

Budget and Finance

Contract Management

### **3. Programme /Project/Process Management**

#### **Function type**

#### **Function**

Programme /Project/Process Management	Delegation's project cycle management Project / process management Project / process leadership and management Management of programmes and projects in the area of research Commission programme / project management
Programme Management	Management and monitoring of programme / project Cooperation's strategy and management Strategy definition and management of programmes Assistance to Project Cycle Management Aid programmes management and evaluation Management of aid / cooperation programmes in Contribution to programme and strategy development in the area of Programme and strategy development in the area of Project Cycle Management Assistance to managing and monitoring programme / project
Project /Process Management	Project/process management in business analysis Project Management in Information Systems support Project definition and management Manage Statistical Projects/Processes Management of quality projects and contracts Conference organisation Web and multimedia projects Information and communication projects management Preparation and follow up of calls for tender IT Project Management IT Project Steering

#### **4. Compliance with Community law and Infringement Handling**

##### **Function type**

Compliance and Infringement Handling

##### **Function**

State Aid analysis and assessment

State Aid procedures

Remedy aspects

Merger procedures

Merger analysis and assessment

Infringement procedures

Infringement analysis and assessment

Antitrust / Cartel procedures

Antitrust / Cartel analysis and assessment

Trade Defence Instruments procedures

Assistance in Trade Defence Instruments procedures

Assistance in Trade Defence Instruments analysis and assessment

Trade Defence Instruments analysis and assessment

**5. Audit**

**Function type**

**Function**

Audit

Assistance to audit implementation and reporting  
Audit analysis and support  
Audit support and follow-up  
Support to Audit  
Methodological development and advice  
Audits implementation monitoring and reporting  
Audits implementation and reporting  
Methodological support, advice & training  
Assistance to the improvement of control systems

Internal Audit

Internal Auditing  
Audit management  
Internal Auditing Assistance

External Audit

Analysis and verification of Sector Letters

## **6. Human Resources Management**

### **Function type**

Human Resources Management

### **Function**

Management of Local Staff  
HRM processes management  
Strategic HR policy management  
Management of change  
HRM processes supervision  
Management of HR Information Systems  
Assistance to HRM processes management  
Support to HRM strategy  
Career Guidance provision  
Support to people management services  
Support in people management  
Change support  
Recruitment management  
Promotion management  
Appraisal management  
Mobility management  
Supervision of people management services  
Human resources management advice  
HRM processes and data management  
Strategic human resources management

People Management

Team coordination  
Personnel policy implementation at Directorate General level  
Personnel policy implementation at Directorate level  
Team management  
Training advice and delivery  
Training management  
Career guidance organisation and provision  
Delivery of people management services  
People management support activities  
Training support and delivery  
Training organisation  
Unit management  
Coordination and team management  
Supervision of newly recruited staff  
Coaching and training  
Training development  
IT training and coaching  
Management of personnel of the unit  
Training advice

Personnel Administration

Cabinet's personnel administration  
Management of human resources information systems  
Unit's staff and personnel administration  
Directorate's staff and personnel administration

## **7. Information Technologies**

### **Function type**

Information Technologies

### **Function**

ICT and business consulting  
Operational IT Management  
Supervision of operational IT management

IT Systems Management

Local Informatics Security (LISO)  
Database management  
Operational network and telecommunications management  
Supervision of network and telecommunications management  
Application of data integrity control procedures  
Definition of data integrity control procedures  
IT systems management  
Definition and implementation of the ICT strategy and planning  
IT Analysis

IT Development and Maintenance

IT management  
IT Systems design  
Business analysis  
Development of ICT applications  
ICT Research and Development  
Analysis and development of ICT products and processes  
Management of Web services  
Study and improvement of ICT products and processes

IT Support

IT Security  
Co-ordination of IT support systems implementation  
Information Systems Support  
IT assistance to project staff  
IT Support in planning management  
IT Support in service management  
Help Desk  
First level IT support  
IT Support in system development  
IT Support in product management  
Product lifecycle management