**EUROPEAN COMMISSION**

Job Description Form

Job description version 1 (Active)
Job description version 450551 in NEAR.C.1
Valid from 22/07/2024 until

<table>
<thead>
<tr>
<th><strong>Job Holder</strong></th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<th><strong>Job Profile</strong></th>
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<tr>
<td><strong>Position</strong></td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td><strong>Job title</strong></td>
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<tr>
<td>Policy Officer - Moldova &amp; Georgia</td>
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<tr>
<td><strong>Domains</strong></td>
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<tr>
<td>Generic domain</td>
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<tr>
<td>INTERNATIONAL RELATIONS (generic)</td>
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<tr>
<td>Intermediate domain</td>
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<tr>
<td>PRE-ACCESSION and ENLARGEMENT</td>
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<td>Specific domain</td>
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<tr>
<td><strong>Sensitive job</strong></td>
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| **Overall purpose** |
| To contribute to the definition and implementation of EU policies concerning relations with Moldova and Georgia, with a focus on political reforms and the rule of law. |

| **Legal disclaimer** |
Functions and duties

+ POLICY MONITORING
  - Take a leading role in preparing high-level events (including briefings) between high-level European Commission officials and their Georgian counterparts;
  - Support DG NEAR management in bilateral interactions with relevant EU institutions and external partners
  - Analyse and monitor the rule of law reform process in Moldova as regards meeting the EU’s political criteria, with particular focus on the judiciary
  - Monitoring of developments as regards reforms under the key priorities defined in the Commission’s opinions on Moldova, with a view to taking decisions on the next steps on their respective European path
  - Contribute, prepare relevant sub-committees, liaise and coordinate with relevant DG and to the Commission’s annual and other reports and related pre-accession strategies
  - Coordinate, respond and draft briefings, speeches, policy notes and line to takes on Moldova on these and other areas, ensuring adequate quality control along the way

+ POLICY DEVELOPMENT
  - Contribute to policy documents relevant for the target country and the wider region.
  - Contribute to the definition of EU policies concerning rule of law
  - Follow developments in Moldova and Georgia and provide advice and inputs on other areas related to the rule of law and the judiciary
  - Contribute to the development of sectoral approach notably as rule of law and the judiciary
  - Develop support actions to cover gaps, five support to programming and monitoring of implementation of NDICI projects and the Economic Investment Plan in the above areas; provide policy-related support during project implementation
  - Respond or contribute to relevant inter-service consultations, European Parliamentary questions and inter-institutional relations, and attend relevant inter-service groups

+ INTER-SERVICE COORDINATION and CONSULTATION
  - Contribute to/ respond to inter-service consultations
  - Cooperate with operational units within the DG, as well as with other DGs and Delegations, and ensure that the two ways flow of information is maintained.
  - Monitor and follow-up international, bilateral and multilateral relations concerning Moldova and Georgia, in the field of economy
  - Organise and participate in meetings and provide other inputs on the candidate countries as necessary

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)
  - Carry out any other relevant tasks assigned by the Head of Unit or team leader
  - Replace other members of the unit and represent the unit as necessary
  - Correctly apply the Commission’s document management rules regarding documents for which she is responsible, following the instructions of the Unit and with the help of the DMO Correspondent; ensure in particular the correct registration and filing of documents
  - Contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG’s political priorities

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<th>Job requirements</th>
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Experience

<table>
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<th>PRE-ACCESSION and ENLARGEMENT</th>
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<tr>
<td>Job-Related experience: at least 5 years</td>
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<td>Qualifier: an advantage</td>
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Languages

24/07/2024
Knowledge

- EVALUATION and QUALITY MANAGEMENT
  - IMPACT ASSESSMENT
    - Impact of policies, legislation or programmes
- INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT
  - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
    - Decision-making procedures in the EU institutions
- INTERNATIONAL RELATIONS (generic)
  - PRE-ACCESSION and ENLARGEMENT
    - Accession/pre-accession programmes
    - Pre-accession and financial instruments

Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
  - Capacity to analyse and structure information
- Communicating
  - Ability to communicate in meetings
  - Capacity to communicate technical or specialised information
  - Drafting skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Eye for detail / Accuracy
- Learning and Development
  - Flexibility (openness towards new demands, etc.)
- Prioritising and Organising
  - Capacity to deliver in a structured way
  - Planning capacity

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Job Environment

Organisational entity

Presentation of the entity:

Job related issues

- Typical working hours
- Specialised Job

Missions

- [X] Frequent, i.e. 2 or more missions / month
- [ ] Long duration, i.e. missions lasting more than a week

Comments:

24/07/2024
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: