



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (Active)  
Job description version445554 in NEAR.D.1  
Valid from16/04/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the supervision of a Commission official, to support the preparation, organisation and follow-up of screening meetings and other enlargement related processes..

**Legal disclaimer**

**Functions and duties**

+ POLICY COORDINATION

- Contribute to DG NEAR Enlargement Policy development, including the screening process, accession negotiations and enlargement reports.
- Support the preparation, organisation and follow-up of screening meetings with candidate countries.

+ COMMUNICATION and PUBLICATION

- Contribute to briefings including speeches and policy documents of the highest standard on the above issues.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the official is responsible, following the instructions of the HoU and with the help of the DMO correspondent in the unit. Ensure in particular the correct registration and filing of these documents.

## Job requirements

### Experience"

#### + INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 1 year

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C1	C1	C1	C1	C1

### Knowledge

- *POLICY*
  - POLICY ANALYSIS*
  - POLICY DEVELOPMENT*
  - POLICY IMPLEMENTATION*
    - Rules and procedures concerning the implementation of EU policies*
  - POLICY MONITORING*
- *POLITICS (general)*
- *INTERNATIONAL RELATIONS (generic)*
  - PRE-ACCESSION and ENLARGEMENT*
  - EU NEIGHBOURHOOD*
  - EXTERNAL RELATIONS*
  - EU FOREIGN RELATIONS (excl Security and Defence)*

### Competences

- *Analysing and Problem Solving*
  - Ability to conceptualise problems, identify and implement solutions*
  - Capacity to analyse and structure information*
- *Communicating*
  - Drafting skills*
- *Delivering Quality and Results*
  - Ability to work in a proactive and autonomous way*
  - Capacity to act upon problems*
- *Learning and Development*
  - Flexibility (openness towards new demands, etc.)*
  - Open mindedness*
- *Prioritising and Organising*
  - Capacity to deliver in a structured way*
  - Coordination skills*
  - Planning capacity*
- *Resilience*
- *Working with Others*
  - Ability to work in a team*
  - Confidentiality*
  - Diplomatic skills*

## Job Environment

### Organisational entity

*Presentation of the entity:*

***Job related issues***

- ☐ Atypical working hours
- ☐ Specialised Job

**Missions**

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

*Comments:*

***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:*