



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version271634 in *NEAR.C.2*
Valid from16/09/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EXTERNAL RELATIONS

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Under the supervision of an official to contribute to the horizontal coordination and policy analysis related to the Eastern Neighbourhood, including the Eastern Partnership, and the monitoring of its implementation. Responsibilities include the preparation and participation to events under the EaP framework, the preparation of lines to take and briefings, as well as the coordination of horizontal inputs to briefings, inter-institutional reports - in close cooperation with country and sector policy teams in the directorate, the EEAS, EU Delegations and other commission services. Upon request of the Head of Unit, the policy assistant may also work on other files if so required.

Legal disclaimer

Functions and duties

+ POLICY COORDINATION

- Coordinate and provide input for strategic EU policy documents on Eastern Partnership. Provide support to the country team covering Armenia, Azerbaijan and Belarus.
- Assist sectoral teams in the directorate, geographical desks and EU delegations in the Eastern Partnership countries on work related to the Eastern Partnership policy.
- Coordinate and provide key input for strategic EU policy documents on the Eastern Partnership and/or our bilateral cooperation with Armenia, Azerbaijan, Belarus.
- Coordinate and/or contribute to briefings related to the EaP and possibly other horizontal issues, as well as related our bilateral cooperation with Armenia, Azerbaijan and Belarus.
- Coordinate and/or contribute to briefings for the hierarchy; provide replies/contributions to EP written questions.
- Support and/or carry out any other tasks carried out by the unit as requested by the Head of Unit and/or supervisor/team leader.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- Support policy dialogue with all relevant stakeholders in view of policy formulation within the framework of the Eastern Partnership fora as well as in relation to bilateral dialogues with Armenia, Azerbaijan and Belarus.
- Contribute to analysis needed in view of defining strategic documents in the context of programming.

+ COMMUNICATION and PUBLICATION

- Ensure the provision of relevant information, necessary for responses and information to other institutions as the European Parliament, Court of Auditors etc. as well as to the general public.
- Ensure the provision of country specific contributions for the annual reports.
- Co-ordinate the collection and preparation of materials for briefings, publication and websites.

+ 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"

+ EXTERNAL RELATIONS

Job-Related experience: at least 2 years

Qualifier: desirable

Experience from external relations and/or external assistance.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- PROGRAM / PROCESS / PROJECT MANAGEMENT
GENERAL PROGRAM MANAGEMENT
PROGRAM MANAGEMENT and MONITORING
- INTERNATIONAL RELATIONS (generic)
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
- *Working with Others*
Ability to work in a team
Knowledge sharing

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: