



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version446987 in *NEAR.D.1*
Valid from18/04/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

PRE-ACCESSION and ENLARGEMENT

Specific domain

Sensitive job

No

Overall purpose

To provide internal market and trade expertise in order to take forward the implementation of the Growth Plan for the Western Balkans, in particular in relation to integration with the EU's Single Market and to moving forward the Common Regional Market agenda.

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ POLICY DEVELOPMENT

- Under the guidance of an official, contribute to the development of policies towards gradual integration with the EU's Single Market as well as towards regional economic and trade integration in the Western Balkans, with a focus on the Common Regional Market;
- Follow closely policy developments on economic reforms and economic and internal market integration to feed into policy actions;
- Attend relevant meetings with relevant Commission services (DG TAXUD, DG GROW, DG CNECT, DG MOVE, etc.), the EEAS, Council working groups and the European Parliament;
- Initiate and contribute to briefings for the hierarchy, Lines To Take, background and policy notes, internal and external monitoring / reporting and scoreboards on the implementation of Single Market related initiatives, communication strategies related to the Growth Plan, inter-service consultations, replies to European Parliament questions, access to document requests, citizens' questions et al;
- Contribute to regional strategies and programming of Growth Plan related programmes including through contributing to programming documents in support of the Common Regional Market and of access to the Single Market
- Provide inputs and contributions to Commission reports, websites, annual progress reports and enlargement strategy as relevant.

+ INTERNATIONAL RELATIONS (generic)

- Develop and maintain contacts with beneficiary administrations and institutions;
- Participate in/organise conferences, public events, high-level meetings, visits, assessments and monitoring;
- Participate, as appropriate, in Council Working Groups and relevant EP, EESC and CoR committees or other meetings.

+ INTERNAL COMMUNICATION (general)

- Develop and maintain contacts with line DGs;
- Develop and maintain contacts with EU Delegations.

+ 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"

+ EU's INTERNAL/SINGLE MARKET

Job-Related experience: at least 3 years

Qualifier: essential

Languages

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

Knowledge

- *ENTERPRISE and MARKETS*
EU's INTERNAL/SINGLE MARKET
- *TRADE*
- *ECONOMICS*
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Negotiation 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
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Sociability 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: