



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version298294 in *NEAR.D.1*
Valid from16/04/2024until

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

Briefing coordinator and speechwriter for the Directorate. Horizontal policy coordination in the context of the EU enlargement Process as well as the strategy for the Western Balkans, with a particular focus on Regional Cooperation.

Legal disclaimer

Functions and duties

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)

- Briefing and speech preparation and overall briefing coordination for Directorate D, liaising within the Directorate and the DG, as well as other relevant counterparts.

+ POLICY COORDINATION

- Contribute to the analysis and coordination of the EU's enlargement policy.
- Analysis and coordination of horizontal policies in the Western Balkans in the areas of Regional cooperation.
- Contribute to the relevant policy dialogues with partner countries, donors and other stakeholders as appropriate.
- Coordination for the Directorate on regional political initiatives under areas of responsibility.
- Directorate's focal point on Strategic Communications and, third countries influence in the Western Balkans.

+ INTER-INSTITUTIONAL RELATIONS

- Organise and maintain relations, co-ordination and contacts with other Commission services and other EU Institutions.
- Draft answers to oral and written questions and petitions of MEPs and lines to take.
- Prepare answers to Inter-service Consultations relevant to the area of expertise

+ EXTERNAL RELATIONS

- Participate in meetings with stakeholders, including European Institutions, accession countries, third countries and / or other (international) organisations and/or academic networks.

+ 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 3 years

Qualifier: essential

Professional experience in the area of regional cooperation in the Western Balkans;

+ PRE-ACCESSION and ENLARGEMENT, INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 1 year

Qualifier: an advantage

Familiarity with the enlargement process. Previous experience with candidate countries and working in or with the Western Balkans.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2

Knowledge

- **POLICY**
POLICY ANALYSIS
POLICY IMPLEMENTATION
Rules and procedures concerning the implementation of EU policies
POLICY COORDINATION
- **INTERNATIONAL RELATIONS (generic)**
PRE-ACCESSION and ENLARGEMENT
Enlargement
EXTERNAL RELATIONS
EU External Assistance policies
EU External Assistance instruments

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**
Eye for detail / Accuracy
Quality & process management abilities
- **Prioritising and Organising**
Capacity to deliver in a structured way
- **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: