EUROPEAN COMMISSION
Job Description Form

Job description version 1 (Active)
Job description version 449077 in NEAR.D.4
Valid from 24/05/2024 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<thead>
<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td>Job title</td>
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<tr>
<td>Policy Officer - Reform and Growth Facility for the Western Balkans - Political desk</td>
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<tr>
<td>Domains</td>
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<tr>
<td>Generic domain</td>
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<tr>
<td>EXTERNAL RELATIONS</td>
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<tr>
<td>Intermediate domain</td>
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<tr>
<td>Specific domain</td>
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<tr>
<td>PRE-ACCESSION and ENLARGEMENT</td>
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<tr>
<td>Sensitive job</td>
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<tr>
<td>No</td>
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<tr>
<td>Overall purpose</td>
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<tr>
<td>Under the supervision of an official, to take forward the implementation of the Reform and Growth Plan for the Western Balkans for Bosnia and Herzegovina and Kosovo when it comes to the the fundamentals/democracy priority reforms under the partner countries’ reform agendas. Work as part of the unit’s political team in close coordination with the other Directorates-General, EEAS, other EU institutions, EU Member States, the EU Delegation in Sarajevo and EU Office in Pristina, partner countries, international organisations and others.</td>
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</tbody>
</table>

Legal disclaimer
Functions and duties

+ POLICY ANALYSIS
  • Analyse and monitor EU policies concerning Bosnia and Herzegovina and Kosovo with a particular focus on the political aspects related to the implementation of the Reform Agendas of the partner countries in the framework of the Growth Plan for the Western Balkans
  • Contribute to relevant briefings, notes and assessments
  • Monitor political developments in the partner countries and the region, including bilateral, good-neighbourly and multilateral relations

+ POLICY DEVELOPMENT
  • Elaborate and contribute to the definition of EU policies relating to Bosnia and Herzegovina and Kosovo, including relevant financial assistance programming in relation to the implementation of the partner countries’ Reform Agendas
  • Prepare and respond to relevant inter-service consultations and attend relevant inter-service groups

+ INTER-INSTITUTIONAL RELATIONS
  • Maintain relations, coordination and contacts with other Commission services, the EU Office in Kosovo and the EU Delegation in Bosnia and Herzegovina, other EU institutions, Member States and other states
  • Participate in relevant meetings with other EU institutions

+ 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

+ EXTERNAL COMMUNICATION (general)
  • Draft press releases and memos, articles and update country fiches
  • Reply to requests for information from other EU institutions (e.g. EPQs), Member States and the general public

+ INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)
  • Within the framework of the Staff Regulation, carry out tasks linked to the job description as instructed by his/her superior(s)
  • Replace other members of the unit and attend meetings on behalf of the unit as necessary
  • Keep files updated with key documentation including that relevant for an audit trail
  • Correctly apply the Commission’s document management rules regarding documents for which s/he 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

Job requirements

Experience

+ PRE-ACCESSION and ENLARGEMENT
  Job-Related experience: at least 1 year
  Qualifier: essential

Languages
<table>
<thead>
<tr>
<th>Listening</th>
<th>Reading</th>
<th>Spoken Interaction</th>
<th>Spoken Production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
<td>C1</td>
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<tr>
<td>French</td>
<td>B1</td>
<td>B1</td>
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**Knowledge**

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

**Competences**

- Analysing and Problem Solving
  - Capacity to analyse and structure information
- Communicating
  - Ability to communicate in meetings
  - Capacity to communicate technical or specialised information
  - Drafting skills
  - 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:**

Availability to travel
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:

The post is financed under the Western Balkan Facility and limited in time. The end date of the post is expected to be 31 December 2027, subject to budget availability.