EUROPEAN COMMISSION
Job Description Form

Job description version3 (Active)
Job description version 339537 in NEAR.D.4
Valid from 03/07/2024 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 FGIII</td>
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<tr>
<td>Job title</td>
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<tr>
<td>Policy Assistant - Rule of Law – Chapter 23 - Kosovo</td>
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<table>
<thead>
<tr>
<th>Domains</th>
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<tbody>
<tr>
<td>Generic domain</td>
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<tr>
<td>PRE-ACCESSION and ENLARGEMENT</td>
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<tr>
<td>Intermediate domain</td>
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<td>Specific domain</td>
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<tr>
<th>Sensitive job</th>
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<td>No</td>
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<table>
<thead>
<tr>
<th>Overall purpose</th>
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<tr>
<td>Under the supervision of an official, contribute to the definition, coordination and implementation of EU policies concerning Kosovo, with a particular focus on rule of law, especially human rights and fundamental freedoms and judiciary (chapter 23 judiciary and fundamental rights) and alignment with the EU acquis and obligations under the SAA, and other chapters as required by the Head of Unit. Backup for Chapter 24 (home affairs)</td>
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</tbody>
</table>

Legal disclaimer
**Functions and duties**

**POLICY MONITORING**

- Analyse and monitor rule of law-related policy and developments in Kosovo including judicial reform and the fight against corruption and organized crime, administrative capacity and enforcement records and develop support actions to cover gaps
- Contribute to relevant briefings, notes and assessments, and analyse TAIEX requests, in these fields
- Prepare and participate in relevant peer reviews in these fields
- Monitor and ensure adequate follow up to relevant recommendations of the Economic Reform Programmes

**POLICY COORDINATION**

- Coordinate with other DGs, the EU Office, relevant Ministries in Kosovo and other relevant EU and international stakeholders, to ensure coherent policy advice
- Prepare and ensure follow-up to the annual Stabilisation and Association sub-Committee on Justice Freedom and Security – coordination with other services and EU Office and the co-secretaries in Kosovo, preparation of briefings, conclusions and minutes.
- Contribute to the preparation of the annual report on Kosovo for chapter 23, as well as relevant parts of the political section, in close cooperation with the chapter 24 and political desks, DG NEAR chapter desks, line DGs and the EU Office

**POLICY DEVELOPMENT**

- Elaborate and contribute to the definition of EU policies in relation to rule of law and fundamental rights, relating to Kosovo, including relevant IPA programming
- Contribute where relevant to the Economic Reform Programme and European Reform Agenda

**INTER-INSTITUTIONAL RELATIONS**

- Maintain relations, coordination and contacts with other Commission services, the EU Office in Kosovo, other EU institutions, Member States and other states
- Respond or contribute to relevant inter-service consultations and European Parliamentary Questions and attend relevant inter-service groups
- Participate in relevant meetings with other EU institutions

**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.
- 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 2 years
Qualifier: an advantage

**Languages**
### Listening
- English: C1
- French: B2

### Reading
- English: C1
- French: B2

### Spoken interaction
- English: C1
- French: B2

### Written production
- English: C1
- French: B2

### Knowledge
- **INTERNATIONAL RELATIONS (generic)**
  - PRE-ACCESSION and ENLARGEMENT
  - Enlargement

### Competences
- **Analysing and Problem Solving**
  - Ability to conceptualise problems, identify and implement solutions
  - 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
  - Coordination skills
  - Planning capacity

### 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: