



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version450551 in NEAR.C.1
Valid from22/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Moldova & Georgia

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

PRE-ACCESSION and ENLARGEMENT

Specific domain

Sensitive job

No

Overall purpose

To contribute to the definition and implementation of EU policies concerning relations with Moldova and Georgia, with a focus on political reforms and the rule of law.

Legal disclaimer

Functions and duties

+ POLICY MONITORING

- *Take a leading role in preparing high-level events (including briefings) between high-level European Commission officials and their Georgian counterparts;*
- *Support DG NEAR management in bilateral interactions with relevant EU institutions and external partners*
- *Analyse and monitor the rule of law reform process in Moldova as regards meeting the EU's political criteria, with particular focus on the judiciary*
- *Monitoring of developments as regards reforms under the key priorities defined in the Commission's opinions on Moldova, with a view to taking decisions on the next steps on their respective European path*
- *Contribute, prepare relevant sub-committees, liaise and coordinate with relevant DG and to the Commission's annual and other reports and related pre-accession strategies*
- *Coordinate, respond and draft briefings, speeches, policy notes and line to takes on Moldova on these and other areas, ensuring adequate quality control along the way*

+ POLICY DEVELOPMENT

- *Contribute to policy documents relevant for the target country and the wider region.*
- *Contribute to the definition of EU policies concerning rule of law*
- *Follow developments in Moldova and Georgia and provide advice and inputs on other areas related to the rule of law and the judiciary*
- *Contribute to the development of sectoral approach notably as rule of law and the judiciary*
- *Develop support actions to cover gaps, give support to programming and monitoring of implementation of NDICI projects and the Economic Investment Plan in the above areas; provide policy-related support during project implementation*
- *Respond or contribute to relevant inter-service consultations, European Parliamentary questions and inter-institutional relations, and attend relevant inter-service groups*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Contribute to/ respond to inter-service consultations*
- *Cooperate with operational units within the DG, as well as with other DGs and Delegations, and ensure that the two ways flow of information is maintained.*
- *Monitor and follow-up international, bilateral and multilateral relations concerning Moldova and Georgia, in the field of economy*
- *Organise and participate in meetings and provide other inputs on the candidate countries as necessary*

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

- *Carry out any other relevant tasks assigned by the Head of Unit or team leader*
- *Replace other members of the unit and represent the unit as necessary*
- *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*
- *Contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities*

Job requirements

Experience"

+ PRE-ACCESSION and ENLARGEMENT

Job-Related experience: at least 5 years

Qualifier: an advantage

Languages

24/07/2024

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

Knowledge

- *EVALUATION and QUALITY MANAGEMENT*
 - *IMPACT ASSESSMENT*
 - *Impact of policies, legislation or programmes*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
 - *EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
 - *Decision-making procedures in the EU institutions*
- *INTERNATIONAL RELATIONS (generic)*
 - *PRE-ACCESSION and ENLARGEMENT*
 - *Accession/pre-accession programmes*
 - *Pre-accession and financial instruments*

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*
- *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*

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: