



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Approved*)
Job description version277099 in *ENEST.C.4*
Valid from01/07/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EXTERNAL RELATIONS

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Under the supervision of an official, to contribute to the shaping, monitoring and implementation of the European Neighbourhood Policy in Armenia, Azerbaijan and Belarus. The responsibilities also entail the design and financial assistance, including under the Global Gateway initiative. Upon request of the Head of Unit, the policy assistant may also work on other files.

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ POLICY COORDINATION

- *Provide input on the formulation, negotiation and monitoring of the implementation of the European Neighbourhood Policy.*
- *Provide support to the country team covering Armenia, Azerbaijan and Belarus.*
- *Provide contributions to Multiannual Indicative Program and/or special measures in cooperation with the Delegation and the EEAS and the teams working on horizontal policy issues and regional programmes, as well as with other Commission service.*
- *Assist in preparing programming documents with different stakeholders, in particular country authorities, under the supervision of an official.*
- *Coordinate and/or contribute to briefings concerning relations with Armenia, Azerbaijan and Belarus. Provide replies/contributions to EP written questions.*
- *Support and/or carry out any other tasks carried out by the unit as requested by the Head of Unit and/or supervisor/team leader.*

+ GENERAL PROGRAM MANAGEMENT

- *Assist in the planning of annual action plans or special measures and project identification in line with the programming documents, and ensure preparation, presentation in relevant committee and approval of the various programming documents.*
- *Ensure coordination with stakeholders: partner countries, Member States, International organisations, International Financial Institutions, economic operators, civil society, etc.*
- *Assist in the preparation, implementation, monitoring and evaluation of Commission programmes or proposals for financing in collaboration with the programme/project managers in the Delegations and thematic and horizontal teams in Headquarters.*
- *Provide support to the Global Gateway including blending and EFSD+: implementation, performance of program/project managers and partners, monitoring contractual obligations and contributing to risk management (via periodic reviews, audits, reporting and assistance, etc.), gathering and handling external expertise if necessary.*
- *Prepare integrated analysis and/or the evaluation of results provided by involved parties and / or other DGs financing in collaboration with the programme manager.*

+ COMMUNICATION and PUBLICATION

- *Ensure the provision of relevant information, necessary for responses and information to other institutions as the European Parliament, Court of Auditors etc as well as to the general public.*
- *Ensure the provision of country specific contributions for the annual reports.*
- *Coordinate the collection and preparation of materials for briefings, publications and websites.*

+ 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 NEIGHBOURHOOD

Job-Related experience:at least 1 year

Qualifier:an advantage

+ EXTERNAL RELATIONS

Job-Related experience:at least 2 years

Qualifier:desirable

Experience of external relations and/or external assistance.

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
GENERAL PROGRAM MANAGEMENT
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Decision-making procedures in the Commission
- *INTERNATIONAL RELATIONS (generic)*
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Client orientation
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *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: