



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version423510 in *ENEST.B.3*
Valid from01/02/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - European Integration - Sectoral desk

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Contribute to the definition, coordination and implementation of EU policies concerning Albania and North Macedonia, with a particular focus on Public Administration Reform and financial management. Ensure the horizontal overall coordination of SAA meetings, notably as co-secretary to the Stabilisation and Association Committees with Albania and North Macedonia.

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 MONITORING

- *Analyse and monitor policy and developments in Albania and North Macedonia on public administration reform and financial management (Chapter 32), including relevant cross-cutting issues, ensuring the development of an horizontal approach.*
- *Contribute to relevant briefings, notes and assessments in the fields of responsibility.*
- *Monitor and ensure adequate follow up to relevant recommendations of the Economic Reform Programmes*

+ POLICY COORDINATION

- *Coordinate horizontally within the team and with other DGs, the EU Delegations, relevant Ministries in Albania and North Macedonia and other relevant EU and international stakeholders, to ensure coherent policy advice and meaningful output that feeds all the institutional processes under the SAA.*
- *Coordinate the preparation and follow up of the Special Groups on public administration reform with Albania and North Macedonia, as permanent co-secretary of these bodies, ensuring consistency and horizontal harmonisation of approaches across countries whenever relevant, based on close coordination within the unit and with geographical and thematic units and beyond.*
- *Contribute to the preparation of the annual report on Albania and North Macedonia for chapter 32 and public administration reform, in close cooperation with DG NEAR chapter desks, line DGs and the Delegations and other chapters as required by the Head of Unit.*
- *Contribute to the accession negotiations with Albania and North Macedonia on public administration reform and financial management (Chapter 32), in the context of the Fundamentals' Cluster.*
- *Coordinate the Unit activities related to roadmaps on Public Administration Reform of Albania and North Macedonia, particularly in the context of the accession negotiations, also by steering the relevant work in the framework of Cluster 1 on the Fundamentals.*
- *Ensure the overall coordination of SAA meetings, including by being responsible for the preparation and follow up of the SA Committees with Albania and North Macedonia. Provide backup on the sub-Committees on innovation, information society and social policy and relevant acquis chapters.*

+ POLICY DEVELOPMENT

- *Elaborate and contribute to the definition of EU policies in the areas of responsibility, relating to Albania and North Macedonia, including relevant IPA programming.*
- *Respond or contribute to relevant inter-service consultations and European Parliamentary Questions and attend relevant inter-service groups*
- *Contribute to preparing the accession negotiation process regarding Albania and North Macedonia*
- *Carry out other tasks, including by drafting ad hoc policy analysis, to support EU policies towards Albania and North Macedonia*
- *Back-up other members of the unit as necessary*

+ INTER-INSTITUTIONAL RELATIONS

- *Maintain relations, coordination and contacts with other Commission services, the EU Delegation Albania and in North Macedonia, other EU institutions, Member States .*
- *Attend 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 and represent 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, INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 2 years

Qualifier: essential

Proven experience to coordinate complex processes horizontally and with capacity to handle interinstitutional relations, will also be considered as an advantage.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	A2	A2	A2	A2	A2
English	C1	C1	C1	C1	C1

Knowledge

- *EVALUATION and QUALITY MANAGEMENT
IMPACT ASSESSMENT
Impact of policies, legislation or programmes*
- *OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES
Administrative rules and procedures of the Institution*
- *COMMUNICATION and PUBLICATION
INTERNAL COMMUNICATION (general)
Internal communication practices
EXTERNAL COMMUNICATION (general)
Publications rules, procedures and services in the EU institutions
PRINTING and PAPER PUBLISHING
Quality standards for paper and electronic publications*
- *IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
Functional mailboxes
Word*

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: