



## EUROPEAN COMMISSION

### Job Description Form

Job description version 11 (*Active*)  
Job description version 375960 in *ENEST.A.1*  
Valid from 22/04/2025 until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer - Anti-corruption

**Domains**

**Generic domain**

INTERNATIONAL RELATIONS (generic)

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

EU NEIGHBOURHOOD

**Sensitive job**

No

**Overall purpose**

Work as a member of the Team Judiciary and fundamental rights (Chapter 23) for Enlargement countries with focus on the fight against corruption, both in the context of Chapter 23 of the EU acquis and of anti-corruption mainstreaming in the Enlargement process (Desk for Anti-Corruption).

**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 DEVELOPMENT**

- *To work in the Team Judiciary and Fundamental rights, to provide horizontal steer and support in Enlargement countries on anti-corruption matters and act as policy advisor and resource person;*
- *Horizontal coordination on corruption prevention and repression / Anti-Corruption Desk for work on Chapter 23 (judiciary and fundamental rights) in the Enlargement process, in support of the Chapter 23 Desk, and the Rule of law Report.*
- *Act as focal point / horizontal coordination of anti-corruption mainstreaming in the Enlargement process.*

### **+ POLICY MONITORING**

- *Monitor corruption issues in Enlargement countries, including legal framework, institutional framework, capacity and track-record; contribute to the assessment of Anti-Corruption reforms in Enlargement countries (including in the context of EU funding);*
- *Monitor acquis developments, developments in European standards and international organisations (Council of Europe, UN, OECD, etc.) and follow up on relevant research that may usefully feed into ENEST policies. Inform DG ENEST colleagues of relevant developments;*
- *Contribute to the preparation of the Enlargement policy documents, including the annual Enlargement package, and negotiating documents as well as the Rule of law Report;*
- *Provide responses to parliamentary questions, correspondence and citizens' requests;*
- *Elaborate and participate in peer reviews, contribute to high-level meetings.*

### **+ POLICY COORDINATION**

- *Support to policy design and policy-making, including through the preparation and coordination of internal notes, contribution to Inter-Service Consultations, drafting of briefings and lines to take for the senior management and the Commissioner for Enlargement;*
- *Coordination of Anti-Corruption aspects in the Enlargement process in the context of Chapter 23 (including annual Enlargement Package, negotiation documents in the context of the Fundamentals cluster). Focal point for Anti-Corruption mainstreaming in other Chapters, liaising with Chapter desks in this context;*
- *Support to outreach including through the preparation of speeches for the senior management, the Commissioner for Enlargement and other Members of the College, press releases and statements amongst others;*
- *Under the supervision of an official or temporary agent attend inter-service group meetings treat inter-service consultations, contribute to briefings. Nurture relations with coordinators/ contact points in DG JUST on anti-corruption matters, including in the context of the annual Rule of law Report. Participation in council working groups and inter-service groups, and external meetings (i.e. meetings with administrations of our partner countries, liaise and co-ordinate with international organisations, third countries and other external stakeholders as appropriate). Perform public diplomacy activities with internal and external stakeholders;*
- *Support management of relations with international organisations, other EU institutions and civil society organisations, in the field of anti-corruption;*

### **+ 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"

+ ETHICS, INTERNATIONAL RELATIONS (generic), POLICY, JUSTICE, FREEDOM and SECURITY, JUSTICE and HUMAN/CIVIL RIGHTS

Job-Related experience: at least 3 years

Qualifier: an advantage

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C2	C2	C2	C2	C2

### Knowledge

- ANALYSIS and INTELLIGENCE  
ANALYSIS and ADVICE
- 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

### Competences

- Analysing and Problem Solving  
Creativity
- Communicating  
Capacity to present issues to an audience  
Drafting skills  
Negotiation skills
- Delivering Quality and Results  
Ability to work in a proactive and autonomous way
- Learning and Development  
Flexibility (openness towards new demands, etc.)
- Prioritising and Organising  
Planning capacity
- Working with Others  
Ability to work in a team

## 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:*

Around 8 missions per year outside EU Responsible for strategically important cooperation programmes.

**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:*