



EUROPEAN COMMISSION

Job Description Form

Job description version7 (Active)
Job description version373223 in ENEST.A.3.001
Valid from14/04/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Business Analyst - Business development officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Contribute to the objectives of the unit to spearhead DG ENEST's private sector engagement policies and actions, and in particular coordinating market intelligence and developing investment pipelines to implement the Global Gateway strategy and accelerate integration within EU value chains.

Engage directly with private actors to co-create bankable interventions as well as accelerate uptake of EU financing instruments, develop public private partnerships and design innovative financing instruments with clear policy-first impact when relevant.

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

+ GENERAL PROGRAM MANAGEMENT

- *Support the unit's objectives, particularly by fostering impactful and transformational investments in the ENEST region.*
- *Engage directly with Private actors, to co-create potential bankable intervention that would support ENEST policy objective while leveraging private sector investment.*

+ POLICY ANALYSIS

- *Support policy and thematic analyses, studies, and evaluations on private sector engagement, trade, and investments in relevant sectors*
- *Monitor relevant EU and international policy issues and priorities on investment climate and trade in sector(s) of interest.*
- *Follow up and advice related to the implementation of trade agreements, trade related initiatives, market barriers and trade irritants, investment climate priorities and actions supported by the EU in sector(s) of interest.*

+ POLICY DEVELOPMENT

- *Develop capacity building of HQ and DEL staff in private sector engagement in sector(s) of interest.*
- *Manage country assessment, including through exploratory missions, in particular investment and trade in sector(s) of interests*
- *Participate in policy discussions and advise to management on strategic directions related to private sector engagement in sector(s) of interest.*

+ EXTERNAL RELATIONS

- *Manage organization of meetings with the private sector, ensuring respect of GDPR and transparency requirements.*
- *Develop the policy dialogue with partner countries, EU Member States, financial institutions, and other relevant public stakeholders.*
- *Develop the structured dialogue and means of engagement with the EU and local private sector, including business associations and members of the Global Gateway Business Advisory Group.*
- *Participate in relevant conferences, seminars, regional cooperation platform meetings, financing institutions and other stakeholder meetings as requested.*

+ TECHNICAL ANALYSIS and ADVICE

- *Provide support on demand to the Delegations and HQ units on private sector engagement, including methodological issues and policy dialogue.*
- *Support the organisation of events (business forum, b2b, roundtable, panels, etc.) to be organised by the unit or in support of other units or EU delegations.*
- *Provide support as required for annual work programmes, programme/project identification and formulation, participation in management committees, programme/project implementation, investment pipelines, and monitoring and evaluation.*

+ INTER-INSTITUTIONAL RELATIONS

- *Develop to the relations, co-ordination and contacts with other EU Institutions, Commission DGs and the EEAS, EU Member States for the proper execution of the tasks of the unit.*
- *Prepare responses to queries from the Council, the European Parliament, the Court of Auditors and other relevant actors as required.*
- *Represent ENEST in the Council, the Parliament, the EEAS and other institutions as well as inter-service groups as required.*

+ COMMUNICATION and PUBLICATION

- Provide the necessary input, data and analyses for briefings, reports, press releases and other media products upon requested.
- Prepare briefings, speaking points, and other background documents for the participation of, and accompaniment of, hierarchy in external meetings, conferences, visits, and events.
- Provide support for communication, publication, and outreach activities related to the unit's portfolio and the sector(s) of interest, including the implementation of Global Gateway.
- Provide assistance and support to horizontal reporting and planning tasks of the unit as required

Job requirements

Experience"

+ ECONOMICS

Job-Related experience:at least 3 years
Qualifier:an advantage

+ PRIVATE SECTOR

Job-Related experience:at least 3 years
Qualifier:an advantage

+ ENTERPRISE and MARKETS

Job-Related experience:at least 3 years
Qualifier:an advantage

+ FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING

Job-Related experience:at least 3 years
Qualifier:an advantage

Languages

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

Knowledge

- *ENTERPRISE and MARKETS*
INDUSTRY and ENTERPRISE
Business creation
- *COMMERCE (general)*
Business, sales and marketing
- *ECONOMICS*
ECONOMICS – SPECIAL APPLICATION AREAS
Business economics
- *COMMUNICATION and PUBLICATION*
EXTERNAL COMMUNICATION (general)
Business communication
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS
EU External Assistance instruments
INTERNATIONAL COOPERATION and DEVELOPMENT
Project / process management in the cooperation field

Competences

- *Communicating*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to identify user's needs
Quality & process management abilities
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Stress resistance
- *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:

The job will include regular mission to ENEST countries (Western Balkans, Turkiye, Ukraine, and the Caucasus)

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:**