



EUROPEAN COMMISSION

Job Description Form

Job description version7 (Active)
Job description version469269 in *ENEST.C.2*
Valid from23/04/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of an official, supporting the EU accession process with Moldova and advancing EU policy and assistance in the country. Contributing to the definition, coordination and implementation of EU policies concerning EU bilateral relations with Moldova, support to the coordination of accession negotiations related to the negotiations Cluster 1 Fundamentals and Cluster 6 External Relations.

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

- *Assist in the analysis, follow-up and updates on developments and the state of reforms in Moldova as regards the Fundamentals, in particular Media, and support as required on selected human rights issues.*
- *Contribute to the preparation of the annual reports and other reports and related pre-accession strategies on Moldova for the relevant chapters in close cooperation with DG ENEST chapter desks, line DGs and the Delegations.*
- *Contribute to and support preparation of the relevant meetings under the Association Agreement with Moldova, liaise and coordinate with relevant DGs.*
- *Respond to briefing and reporting requests.*
- *Design messages and arguments.*

+ POLICY ANALYSIS

- *Analyse and monitor the reform process in Moldova as regards meeting the EU's political criteria and aligning legislation to EU acquis on the relevant areas and develop support actions to cover gaps.*
- *Contribute to policy documents relevant for the target country.*

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

- *Follow up inter-service consultations and prepare replies.*
- *Contribute to the implementation of the European Neighbourhood Policy and Association Agreement with Moldova.*
- *Ensure efficient and policy driven implementation of the Moldova Growth Plan.*

+ INTER-INSTITUTIONAL RELATIONS

- *Maintain relations, co-ordination and contacts with the other EU Institutions, including by participating in relevant Committees and working group meetings.*
- *Draft answers to oral and written questions and petitions of other institutions as well as of general public.*

+ COMMUNICATION and PUBLICATION

- *Provide relevant information, necessary for responses and information to other institutions such as the European Parliament, Court of Auditors, as well as to the general public.*
- *Assist in the development and implementation of a strategic communication framework on the EU enlargement policy in Moldova.*
- *Assist in the organisation of large communication events (conferences, seminars, round tables) and the planning of press trips, stakeholders' visits and partnership events and follow-up.*
- *Plan, monitor and implement capacity building measures (communication workshops and training seminars).*
- *Support preparation of tailored content for social media.*

Job requirements

Experience"

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 3 years

Qualifier: essential

Experience with/in the region would be an advantage.

Languages

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

Knowledge

- *EVALUATION and QUALITY MANAGEMENT*
IMPACT ASSESSMENT
Impact of policies, legislation or programmes
- *INTERNAL MANAGEMENT and COORDINATION (DG/Service/Company)*
Missions and mandates of the Directorate General
- *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: