



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version489023 in *ENEST.C.2.DEL.Moldova.002*
Valid from26/06/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Communication and Coordination

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

PRE-ACCESSION and ENLARGEMENT

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of the Head of Delegation and Head of Cooperation, ensure horizontal coordination and support for the Cooperation section in the context of the Moldova Growth Plan. This will include tasks related to the coordination of processes and communication related tasks. Advise on and manage the implementation of projects and programmes of EU assistance and of financial and technical cooperation.

Occasional other tasks in the interest of service and attributed by the Head of Delegation or the Head of Cooperation and their substitutes can also be required.

Functions and duties

+ POLICY ANALYSIS

- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern*
- *Provide information on European policies, EU integration, with a focus on the advancement of reforms in line with the EU-Moldova Association Agreement (AA) and the Deep and Comprehensive Free Trade Agreement (DCFTA);*

+ REPRESENTATION, NEGOTIATION and PARTICIPATION

- *Under the authority of the Head of Cooperation, present the EU policies and activities in conference, meetings with authorities, civil society, international partners and organisations and other stakeholders, as well as during visibility events on projects.*
- *In the context of the Moldova Growth Plan: Maintain good and effective contacts with the relevant authorities, relevant administrations, private sector representatives and professional organisations, EU member states, international organisations, and other local operators in the field.*
- *Prepare and assist in missions from Headquarters.*
- *Maintain and manage networks.*

+ INTERNAL COMMUNICATION (general)

- *Observe, monitor and report in timely fashion (including early warnings on potential disputes) to Delegation hierarchy and Headquarters on sectoral issues, notably in the context of the Moldova Growth Plan, as well as in response to any specific requests.*
- *Draft minutes on request of hierarchy.*

+ EXTERNAL COMMUNICATION (general)

- *Contribute to the development of information and communication strategy of the Delegation in order to increase the visibility of EU assistance and policies.*
- *Support the section in conferences, external and internal meetings with national and local authorities, international donors, EU institutions, as well as during visibility events on projects, give presentations and deliver speeches concerning EU programmes and policies to external partners and wider public.*
- *Coordinate information and communication activities with EUMS and other key partners.*
- *Prepare, support and participate in visits and missions from Commissioners and senior EU officials including briefings.*
- *Respond to information requests from EP, EUMS, CSOs, researchers, external stakeholders.*
- *Keep the all relevant Delegation staff informed on relevant policy and strategic aspects affecting their work, provide feedback and maintain an interactive communication with the teams.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to steering EU funded programme /project identification and formulation.*
- *Ensure that EU projects follow sound programme and financial management and that information in EU documents is accurate and comprehensive.*
- *Contribute to procurement.*
- *Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed.*
- *Contribute to the evaluation and audit of EU funded and bilateral projects and to contribute to ensuring that recommendations are followed-up.*

Job requirements

Experience"

+ PRE-ACCESSION and ENLARGEMENT

Job-Related experience: at least 2 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
French	B2	B2	B2	B2	B2

Knowledge

- **BUDGET, FINANCE, CONTRACTS and ACCOUNTING
PROCUREMENT and CONTRACT MANAGEMENT**
Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
Calls for proposals and evaluation/selection process
- **EVALUATION and QUALITY MANAGEMENT
IMPACT ASSESSMENT**
Impact of policies, legislation or programmes
- **PROGRAM / PROCESS / PROJECT MANAGEMENT
PROJECT MANAGEMENT**
Project monitoring methods and techniques
- **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
Capacity to present issues to an audience
Drafting skills
Negotiation skills
- **Delivering Quality and Results**
Ability to monitor resources
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Working with Others**
Diplomatic skills
Knowledge sharing
Sociability skills

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: