



EUROPEAN COMMISSION

Job Description Form

Job description version 6 (Active)
Job description version 469334 in ENEST.C.2
Valid from 24/04/2025 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant - Security and Migration Hub

Domains

Generic domain

EU NEIGHBOURHOOD

Intermediate domain

Specific domain

SAFETY, SECURITY and CRISIS MANAGEMENT

Sensitive job

No

Overall purpose

Under the supervision of an official, contribute to the work of the Security and Migration Hub on strategic, policy and programming issues for the Eastern Neighbourhood and Enlargement countries.

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 ANALYSIS

- *Assist in the analysis and follow-up and give updates on developments and the state of reforms in the security and migration field concerning ENEST countries.*
- *Contribute to policy documents where input from DG ENEST is solicited including contributing to briefings, speeches, Lines to take, reports, non-papers, press materials and interviews, replies to parliamentary questions, citizens' requests, relevant inter-service consultations (ie not those which are the responsibility of the chapter desk) in the policy areas covered by the Security and Migration Hub.*
- *Contribute to policy discussions (sub committees, special groups, conferences, etc...) in full consultation with relevant geographic directorates and units and chapter desks.*
- *Support ENEST participation in sector specific meetings with other EU institutions, in particular the Council and the European Parliament and other relevant fora and conferences, ensuring appropriate reporting.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *For IPA and NDICI financial assistance, contribute to supporting geographical units and regional/multi-beneficiary units which are normally in the lead. Support can be offered at all steps, i.e. preparation of terms of reference, project identification, project implementation, monitoring and evaluation for all types of sector support programmes, country specific programmes, regional programmes and strategic evaluations.*
- *Participate in reference groups for strategic evaluations and in inter-service groups.*
- *Map and monitor ongoing and planned support - in cooperation with geographical teams - in the sector, including the ones implemented or funded by DG ENEST, INTPA, the EEAS and FPI taking place in the region. Identify best practices and lessons learnt.*

+ EXTERNAL COMMUNICATION (general)

- *Contribute to the network of colleagues in DG ENEST and in EU Delegations on similar issues.*
- *Maintain contacts with line DGs working on similar issues, in particular DG HOME, INTPA, FPI and ECHO, with the EEAS and with external stakeholders.*

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

- *Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible; Ensure in particular the correct registration and filing of these documents.*

Job requirements

Experience"

+ EU's INTERNAL and EXTERNAL SECURITY

Job-Related experience: at least 2 years

Qualifier: desirable

Desirable experience in the external dimension of security and/or migration sector (security sector reform, law enforcement and justice cooperation, migration management).

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 2 years

Qualifier: desirable

Desirable experience in the Neighbourhood or Enlargement countries.

Languages

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

Knowledge

- **POLICY**
 - POLICY ANALYSIS*
 - POLICY DEVELOPMENT*
 - POLICY IMPLEMENTATION*
 - Rules and procedures concerning the implementation of EU policies*
 - POLICY MONITORING*
 - POLICY COORDINATION*
- **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: