



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
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Valid from14/12/2022until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Provides thematic expertise and input to policy dialogue and programming assistance to geographical units of DG NEAR and EU Delegations on employment, social protection, and youth as well as engagement with private sector in these areas. Areas of expertise: Employment - Social protection and inclusion. Focal point for Youth, in particular coordination of the Youth Guarantee in DG NEAR countries and the implementation of the Youth Action Plan in the external action (YAP), relations with DG EMPL -Overseeing for DG NEAR the work of the Knowledge Hub on Health/social protection/inequalities as well as the Knowledge Hub on Youth and SOCIEUX.

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

- *Continuous monitoring of the developments in the fields of Human Capital Development (HCD), employment, social protection and Youth (at EU level and in NEAR partner countries) and provide relevant advice on their implications for DG NEAR policies.*
- *Contribute to sector analysis and other thematic analyses in the fields of HCD, employment, social protection and Youth. Provide information on best practices and lessons learnt on approaches and methodologies regarding HCD employment, social protection and youth.*
- *Contribute to the engagement with private sector and explore innovative approaches where private sector can contribute to achieve EU policy priorities in those areas.*
- *Contribute to definition of sector strategies and to the policy dialogue with the partner countries donors and other relevant stakeholders, in cooperation with the geographical units and EU Delegations, and including for the FRIT.*
- *Thematically contribute to relevant briefings in the areas of HCD, employment, social protection and youth.*

+ POLICY COORDINATION

- *Maintain regular contacts with the Geographical Units and EU Delegations in the enlargement and neighborhood countries and contribute to the organisation of thematic meetings in the areas of HCD, employment, social protection and youth*
- *Act as chapter desk for chapter 19 (Social policy and employment) in the enlargement negotiations.*
- *Facilitate thematic networks in DG NEAR in the areas of HCD, employment, social protection and Youth and ensure cross fertilization with other thematic networks (i.e. on education, private sector development, etc.)*
- *Participate as relevant in meetings with Line DGs and services, Inter-service groups*

+ GENERAL PROGRAM MANAGEMENT

- *Help to ensure that key policy objectives of enlargement and neighborhood policies related to HCD, employment, social protection and youth are reflected in the use of the Instrument for Pre-Adhesion (IPA) and the Neighbourhood, Development and International Cooperation Instrument - Global Europe (NDICI) funds*
- *Contribute in particular to the thematic input of proposals of the Window on Human development under EFSD+ guarantees and explore innovative approaches where private sector can contribute to achieve EU policy priorities in the areas of HCD, employment, social protection and Youth. Contribute to the programming, identification and formulation of bilateral and multi-country programmes in cooperation with the beneficiary institutions, geographical units and EU delegations, including for the FRIT.*

+ EXTERNAL RELATIONS

- *Participate in meetings with Partner countries, Member States, public and private organisations and the public in general, through presentations at conferences, seminars, workshops, etc. Moreover, give assistance to Commission representatives in relevant donor and other stakeholder meetings (e.g. meetings with IOs and IFIs, Private sector, NGOs and other local non-state actors).*
- *Ensure the focal point in DG NEAR for the facilities managed by INTPA in the fields of HCD, employment, social protection and Youth (Socieux+, Knowledge Hub on HCD: Lot 2-Social inclusion and inequalities, and Lot 3-Youth)*
- *Facilitate and contribute to steering of seminars, workshops and other stakeholder meetings related to the fields of HCD, employment, social protection and Youth.*
- *Coordination in the DG of the Annual Youth Policy Dialogue to be held by the relevant Commissioner*
- *Contribute to the organisation of network thematic meetings among Geo Units and EU Delegations' officers working on HCD, employment, social protection and Youth.*
- *Ensure, together with the Team Leader, the focal point in DG NEAR for DG EMPL as well as for DG EAC*

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the job holder 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"

+ POLICY

Job-Related experience: at least 5 years

Qualifier: essential

A very good understanding of EU policies, programmes and instruments, notably of those falling within the remit of DG NEAR. Demonstrated working experience in the fields of Human Capital Development (in particular skills) and youth. Experience in policy analysis. Excellent organizational and interpersonal skills and relevant professional experience of working in a team are also required. Good written and oral communication skills are required, including capacity to articulate complex ideas & proposals in a simple way in written documents.

+ EMPLOYMENT (EU/national/regional level), PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: less than 1 year

Qualifier: desirable

Professional experience with DG NEAR/INTPA/EMPL or EU Delegations would be a strong asset. Demonstrated working experience in the fields of employment and social protection and / or experience in policy design and in Programme management would also be an asset.

Languages

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

Knowledge

- **ECONOMICS**
 - *Economic policy*
 - **FINANCIAL and MONETARY ECONOMICS**
 - **ECONOMIC GOVERNANCE**
 - *Economic policy coordination*
 - *Economic relations with third countries*
- **FINANCIAL INSTRUMENTS and INSTITUTIONS, incl BANKING**
 - **FINANCIAL INSTITUTIONS and INSTRUMENTS**
 - *EU financing*
- **EMPLOYMENT (EU/national/regional level)**
- **EDUCATION and TRAINING (general)**
 - **EDUCATION POLICIES**
 - *Education and development*
- **SOCIAL SCIENCES and POLICIES**
 - **SOCIAL SERVICES, PROTECTION and ACTIVATION SYSTEMS**
 - *Social protection*
- **INTERNATIONAL RELATIONS (generic)**
 - **PRE-ACCESSION and ENLARGEMENT**
 - *Accession/pre-accession programmes*
 - *Pre-accession and financial instruments*
 - *Enlargement*
 - *European Integration*
 - **EU NEIGHBOURHOOD**
 - *European Neighbourhood Policy*
 - *Euro-Mediterranean Partnership*
 - **EXTERNAL RELATIONS**
 - *EU External Assistance policies*
 - *EU External Assistance 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*
 - *Ability to understand and be understood*
 - *Capacity to communicate technical or specialised information*
 - *Drafting skills*
- **Delivering Quality and Results**
 - *Ability to work in a proactive and autonomous way*
- **Prioritising and Organising**
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- **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:

Around 4-6 missions per year outside EU, notably to NEAR countries (and occasionally within the EU where relevant).

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: