



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version429924 in *ENEST.A.1*
Valid from05/05/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of an official, perform a role of focal point in the area of public administration reform and ensure a coordinated approach by the DG ENEST geographical units and EU Delegations in this policy area. Contribute to the management of contracts with relevant international organisations that are under the responsibility of the unit.

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 COORDINATION

- *Contribute to horizontal coordination of work on public administration reform in DG ENEST, notably in the Enlargement process.*
- *Contribute to and, where required, lead on briefings and speeches. Provide thematic expertise to ongoing processes in all ENEST countries, in particular in the enlargement context.*
- *Ensure good and effective contacts with all relevant stakeholders, including national authorities and institutions, as well as relevant Commission Directorate Generals.*
- *Contribute to organisation of network meetings among DG ENEST and EU delegations' PAR desks. Participate and contribute to relevant meetings.*

+ POLICY DEVELOPMENT

- *Provide analytical, expert and other inputs to the elaboration of sector strategies in cooperation with the geographic units and EU Delegations.*
- *Contribute to sector analysis and other thematic analyses in the field of public administration reform and Enlargement Fundamentals.*

+ POLICY MONITORING

- *Monitor public administration reform in ENEST countries, notably Enlargement countries.*
- *Contribute to and engage in the policy dialogue with the partner countries, donors and other relevant stakeholders in all areas of relevance.*
- *Contribute to the assessment of reforms in ENEST countries, including in relation to EU performance-based funding.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- *Management of contracts and grants as Operational Initiator: in particular manage contribution agreements with international organisations under indirect management or direct grants.*
- *Ensure that the assistance activities within the assignment are implemented in accordance with the principles of effectiveness, efficiency and economy.*
- *Provide technical and financial supervision of programme implementation and monitor the project conditions.*
- *Give guidance to programme management and co-ordination structures.*
- *Seek to maintain coherence of assistance activities under multi-beneficiary programmes on the one hand and activities under the bi-lateral assistance programmes on the other.*

+ EXTERNAL RELATIONS

- *Give assistance to Commission's representatives in relevant donor and other stakeholder meetings, e.g. IOs and IFIs, including OECD, World Bank, UN, etc., as well as NGOs and other local non-state actors.*
- *Nurture and develop solid relations with OECD-SIGMA counterparts.*
- *Provide information on good European and international practices and lessons learnt on approaches and methodologies regarding public administration reform.*
- *Facilitate and contribute to steering of seminars, workshops and other stakeholder meetings on specific subjects relevant for public administration reform.*

+ INFORMATION and DOCUMENT MANAGEMENT

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

+ INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT

Job-Related experience:at least 1 year

Qualifier:essential

Relevant working experience on public administration reform including Public Financial management and/or experience with contract management, preferably with the applications used by the Commission. Good knowledge of the EU external relations, especially the enlargement policy. Familiarity with the European Union and/or other International Organisations/multicultural environment.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1

Knowledge

- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
GOVERNANCE
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
Accession/pre-accession programmes
Pre-accession and financial instruments
Enlargement
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS
EU External Assistance instruments
INTERNATIONAL COOPERATION and DEVELOPMENT
AID COOPERATION
Project / process management in the cooperation field

Competences

- *Analysing and Problem Solving*
Creativity
- *Communicating*
Ability to understand and be understood
Capacity to communicate technical or specialised information
Drafting skills
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
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:

Around 8 missions per year outside EU Responsible for strategically important cooperation programmes.

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: