



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version469278 in *ENEST.C.2*  
Valid from24/04/2025until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer - Economic policy & EU assistance

**Domains**

**Generic domain**

INTERNATIONAL RELATIONS (generic)

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Support the accession process of Moldova and advance EU policy and assistance measures in the country. Contribute to the implementation of the European Neighbourhood Policy and the EU Association Agreement with Moldova.

**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**

- *Analyse and monitor the reform progress in Moldova as regards to the EU's accession criteria, with particular focus on the economic area, and the implementation of the DCFTA and the Moldova Reform Agenda.*
- *Contribute to the preparation of the annual reports on Moldova for the relevant chapters in close cooperation with DG ENEST chapter desks, Commission Services and the EU Delegation.*
- *Contribute, prepare the relevant meetings under the Association Agreement with Moldova, liaise and coordinate with relevant DGs.*
- *Contribute to the Commission's other reports and related pre-accession strategies.*

### **+ POLICY ANALYSIS**

- *Elaborate and contribute to the definition of EU policies concerning economic and related issues, including relevant programming.*
- *Follow developments in Moldova and provide advice and inputs on areas related to economic policies, approximation to the internal market and EU assistance.*
- *Contribute to the development of a sectoral approach notably as regards economic issues (negotiation clusters 2 and 3).*
- *Develop support actions to cover gaps in EU assistance, contribute to the programming and monitoring of implementation of NDICI projects and the Moldova Reform Agenda; provide policy-related support during project implementation.*
- *Contribute to briefings, speeches, and other policy documents relevant for Moldova.*

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

- *Ensure necessary coordination with stakeholders, such as beneficiary authorities, Member States, international organisations including Financial Institutions, economic operators, and civil society.*
- *Liaise and coordinate activities with relevant DG ENEST and Commission services and with the EU Delegation in Moldova and establish and maintain appropriate chains of information, communication and feedback.*
- *Contribute to the negotiations of programming documents with the EEAS and different stakeholders, including the relevant Moldovan authorities.*
- *Respond or contribute to relevant inter-service consultations and attend relevant inter-service groups.*

### **+ INTER-INSTITUTIONAL RELATIONS**

- *Organise and maintain relations, coordination and contacts with the other EU institutions, including by participating in relevant Committees and working group meetings.*
- *Coordinate the activities with external organisations in order to ensure the success of EU funded programmes and the achievement of the policy objectives.*
- *Drafts answers to oral and written questions and petitions from other institutions as well as from the 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.*
- *Contribute to Moldova specific sections of relevant Commission reports and publications.*

## Job requirements

### Experience"

#### + SPECIAL ECONOMIC SYSTEMS and ECONOMIC ANALYSIS, ECONOMICS, SOCIO-ECONOMIC ANALYSIS

Job-Related experience: at least 3 years

Qualifier: desirable

Desirable experience in the Neighbourhood or Enlargement countries.

#### + PROGRAM / PROCESS / PROJECT MANAGEMENT, PROJECT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: desirable

Desirable experience in the Neighbourhood or Enlargement countries.

#### + INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 5 years

Qualifier: an advantage

Experience with/in the region would be an advantage.

### Languages

|         | Listening | Reading | Spoken interaction | Spoken production | Writing |
|---------|-----------|---------|--------------------|-------------------|---------|
| French  | B2        | B2      | B2                 | B2                | B2      |
| English | C1        | C1      | C1                 | C1                | C1      |

### Knowledge

- *EVALUATION and QUALITY MANAGEMENT*  
*IMPACT ASSESSMENT*  
*Impact of policies, legislation or programmes*
- *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:*