



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version487969 in *ENEST.B.2*
Valid from03/06/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Kosovo Research and Innovation, human resources, information society and social policy

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

To advise and support, under the supervision on an official, to the definition, promotion and implementation of EU policies towards Serbia and Kosovo including in terms of their EU integration process and the implementation of their reform agendas.

To follow issues related to research, innovation, HR, information society, social policy in Kosovo.

To possibly cover a DG-wide Chapter desk or co-desk.

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

- Advise and support on the analysis and monitoring – in cooperation with geographical and policy teams – of the policy reform developments in partner countries, notably where assistance is provided through sector budget support.
- Provide input for briefings, speeches, lines to take, reports, press materials and interviews, replies to parliamentary questions, citizens' requests, inter-service consultations.
- Participate in policy discussions (sub committees, special groups, peer reviews, etc.)

+ INSTITUTION REPRESENTATION and NEGOTIATION

- Prepare negotiating reports, draft agreed minutes and ensure the initiation of follow-up actions.
- Maintain good and effective contacts with the national authorities in [host country], the diplomatic missions of the Member States and main partners and, where necessary, third countries.

+ LAW MONITORING and IMPLEMENTATION

- Follow the legislative developments in a (potential) candidate country & their implementation.

Job requirements

Experience"

Languages

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

Knowledge

- POLICY
POLICY IMPLEMENTATION
Rules and procedures concerning the implementation of EU policies
- INTER-INSTITUTIONAL RELATIONS
EU institutional, political and regulatory knowledge
- INTERNATIONAL RELATIONS (generic)
PRE-ACCESSION and ENLARGEMENT
Accession/pre-accession programmes
Pre-accession and financial instruments
Rules and procedures concerning acquis transposition by Candidate Countries
Enlargement

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
- *Communicating*
Ability to communicate in meetings
Drafting skills
Negotiation skills
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
Capacity to act upon problems
- *Resilience*
- *Working with Others*
Ability to work in a team
- *Leadership*
Ability to create enthusiasm and passion
Capacity to plan and manage resources

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: