



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version376809 in *NEAR.D.4*
Valid from15/10/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - European Integration - Political desk

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Contribute to the definition, coordination and implementation of EU policies concerning Kosovo, with a particular focus on the political criteria, political and bilateral relations. Close coordination with the EEAS, the EU Office in Pristina, the EU facilitated Belgrade-Pristina dialogue team, international organisations and others. Relations with the European Parliament and Council working group. Chapter 31 (foreign, security and defence policy). Political reporting, preparation of briefings, and overall coordination of the annual report, EU-Kosovo SAA Council, co-secretary of the EU-Kosovo SAA Committee.

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

- Analyse and monitor EU policies concerning Kosovo with a particular focus on political developments and provide briefings to the Commissioner, Director General, Director and others, as required.
- Monitor all major political developments in Kosovo and the region, including the Belgrade-Pristina dialogue, bilateral, good-neighbourly and multilateral relations.

+ POLICY COORDINATION

- Coordinate and lead the process of drafting the Commission's annual report on Kosovo.
- Monitor the implementation of the recommendations of the annual report.
- Coordinate the European Reform Agenda process in Kosovo, ensuring coordination between *acquis* alignment and good governance.
- Coordinate and follow up on relevant meetings under the Stabilisation and Association Agreement (act as co-secretary for the SA Committee, prepare SA Council).

+ POLICY DEVELOPMENT

- Elaborate and contribute to the definition of EU policies relating to Kosovo, including relevant IPA programming.
- Respond to relevant inter-service consultations and attend relevant inter-service groups.

+ INTER-INSTITUTIONAL RELATIONS

- Maintain relations, coordination and contacts with other Commission services, the EU Office in Kosovo, other EU institutions, Member States and other states.
- Support the representation of the unit in relevant meetings with other EU institutions.

+ EXTERNAL COMMUNICATION (general)

- Draft press releases and memos, op-eds and update country fiches.
- Reply to requests for information from other EU institutions (e.g. EPQs), Member States and the general public.

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

- Within the framework of the Staff Regulation, carry out tasks linked to the job description as instructed by his/her superior(s).
- Replace other members of the unit and represent the unit as necessary.
- Keep files updated with key documentation including that relevant for an audit trail.
- Correctly apply the Commission's document management rules regarding documents for which s/he is responsible, following the instructions of the Unit and with the help of the DMO Correspondent; ensure in particular the correct registration and filing of documents.

Job requirements

Experience"

+ PRE-ACCESSION and ENLARGEMENT

Job-Related experience: at least 2 years

Qualifier: an advantage

Experience with / in the region would be an advantage

Languages

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

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2

Knowledge

- *INTERNATIONAL RELATIONS (generic)
PRE-ACCESSION and ENLARGEMENT
Enlargement*

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
Negotiation 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
Coordination skills
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:

Availability to travel.

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: