



EUROPEAN COMMISSION

Job Description Form

Job description version1 (Active)
Job description version490403 in *TRADE.C.1.DEL.Angola.002.95*
Valid from01/06/2025until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Trade Affairs Officer

Domains

Generic domain

TRADE

Intermediate domain

Specific domain

EU FOREIGN RELATIONS (excl Security and Defence)

Sensitive job

No

Overall purpose

Under the authority of the Head of Delegation, assist the Head of Section in planning, management and coordination of the Delegation's activities on trade and investment matters.

Functions and duties

+ POLICY MONITORING

- *In close cooperation with the Head of Section, monitor, analyse and report to Headquarters on all economic, trade and investment issues, regularly and in a timely fashion as well as on request.*
- *Send regular press/media reviews concerning local coverage of issues of importance to Headquarters.*
- *Provide on request briefings, draft speeches, statements, press releases and articles concerning the area assigned. On request, assist EU Delegations of the region on trade and investment aspects for similar documents.*
- *Provide early warnings on potential problems and disputes with particular emphasis on market access issues.*

+ REPRESENTATION and NEGOTIATION

- *In close cooperation with Head of Section: Maintain good working relations with relevant national authorities (Trade, Economy and other ministries, Customs, Statistical and Standards Office, etc.), private sector reps., professional organizations and other local operators. Develop close contacts with local MS reps and the EU business community, and liaise actively with them to understand their needs, concerns, and opportunities for further trade and investment. Liaise with regional and international organizations dealing with trade and investment issues and regional integration, in particular CEMAC and CEEAC.*
- *Prepare and participate in EPA negotiations and in meetings of the EU-Angola Committee on Investment Facilitation under the Sustainable Investment Facilitation Agreement (SIFA).*
- *Participate in donor cooperation efforts as regards trade and regional integration analysis and policies.*
- *State, explain and defend EU trade and investment policies, and the EU's position in all trade, investment, and WTO matters to domestic audiences particularly local and regional authorities, press, civil society, business and academics.*
- *Promote the mainstreaming of trade, investment and economic integration into the poverty reduction strategies of the host country/region.*
- *Maintain good and effective contacts with the national authorities in Angola, the diplomatic missions of the Member States and main partners and, where necessary, third countries.*

+ POLICY COORDINATION

- *Follow all issues regarding the negotiation of EPA at national and regional level. Follow and actively pursue the implementation of the EU-Angola Sustainable Investment Facilitation Agreement (SIFA), including in connection to liaising with the EU business community.*
- *Monitor Angola's position in on-going or planned multilateral, regional, or bilateral trade and investment negotiations with third countries (G20, UN, WTO/DDA, FTAs, BITs, etc.).*
- *Monitor the situation and track the evolution of policies in the economic, trade and investment fields of Angola. Particular attention will be paid to trade and investment flows, forecasts, legislations, fiscal policy, tax system, financial services, land ownership regime, intellectual property rights, competition, measures affecting foreign investment, etc.*
- *Follow all national and regional trade and investment policy developments and their possible impact on the trade and investment relations with Europe. Follow up of trade and investment relations with Angola and particularly issues related to access by EU exporters and investors to its market (Market Access Strategy).*
- *Monitor regional integration matters in connection with trade and investment, in particular with reference to SADC.*
- *Produce analysis and synthesis reports on the economic situation and policies, trade and investment, and related issues.*

+ **BUSINESS MANAGEMENT and PLANNING**

- Assist the Head of Section in managing, programming and organising activities by the Delegation in connection with economy, trade and investment. Prepare activities related to trade and investment, and help organise, as appropriate, events related to trade and investment.
- Prepare and assist in missions from Headquarters and particularly provide assistance to EU-Angola SIFA implementation and the process for Angola's accession to the EPA

+ **COMMUNICATION and PUBLICATION**

- Contribute to the Delegation's various reports as regards trade, investment, economy and regional integration matters, and contribute to regional reporting on trade, investment, and related issues. Contribute to the Delegation's Press and Information activities and products with respect to trade and regional integration issues.
- Participate in conferences, meetings and other public events on trade and investment matters. Prepare activities in the trade sector and organize, as appropriate, events related to trade and investment.
- Liaise with the other Delegation's sections or experts dealing with Economic and Financial issues, Private Sector, etc.
- Provide expert policy advice and provide input, where required, into the work of project management section on the setting-up or implementation of trade and investment-related cooperation projects, including also advice on SWAPs and budgetary support.
- Contribute to the Delegation's various reports as regards trade, investment, economy and regional integration matters.
- Liaise with the EU delegations in the region on regional trade and investment issues or in connection to EPA negotiations/implementation and contribute to regional reporting on trade and trade related issues.

Job requirements

Experience"

+ **TRADE**

Job-Related experience:at least 2 years

Qualifier:desirable

De deux ans minimum, en rapport avec les tâches à accomplir. Une expérience de trois ans ou plus constitue un atout.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
Portuguese	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- **ECONOMICS**
 - Economic theory and practice
 - SPECIAL ECONOMIC SYSTEMS and ECONOMIC ANALYSIS
 - Economic and financial analysis methods and tools
- **EVALUATION and QUALITY MANAGEMENT**
 - IMPACT ASSESSMENT
 - Impact of policies, legislation or programmes

Competences

- *Analysing and Problem Solving*
 - *Ability to conceptualise problems, identify and implement solutions*
 - *Capacity to analyse and structure information*
- *Communicating*
 - *Drafting skills*

Job Environment

Organisational entity

Presentation of the entity:

The Unit coordinates EU trade policy with African, Caribbean and Pacific (ACP) countries, including trade aspects of the ACP-EU relationship under all formal ACP-EU joint bodies and the African Union. It negotiates and implements Economic Partnership Agreements (EPAs) with ACP countries and regions. It is in charge of implementation of the Trade, Development and Cooperation Agreement (TDCA) between the EU and South Africa.

The Unit monitors trade and investment policy developments, and seeks to resolve market difficulties encountered by EU companies in the region and ensures compliance with trade and investment bilateral and multilateral/WTO rules. It ensures close cooperation and coordination with the EU Delegations and offices in the ACP countries.

In addition, the Unit coordinates EU trade policy towards Overseas Countries and Territories (OCTs) and Outermost Regions (ORs).

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:

Regular, i.e. 2 or more missions / year

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: