



EUROPEAN COMMISSION

Job Description Form

Job description version1 (*Active*)
Job description version449070 in *NEAR.D.2*
Valid from18/06/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - Policy Officer - Reform and Growth Facility for the Western Balkans – Policy desk

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

Under the supervision of an official, to take forward the implementation of the Growth Plan for the Western Balkans for Montenegro and Serbia, including through the coordination of policy dialogue and of monitoring and assessment of progress in the fulfilment of the qualitative and quantitative steps set out in the partner countries' Reform Agendas, as well as coordination of the related decision making and financial workflows. To contribute towards the definition, promotion and implementation of EU policies concerning Montenegro, in particular related to the internal market.

Legal disclaimer

Functions and duties

+ POLICY ANALYSIS

- *In the context of the four pillars of the Growth Plan for the Western Balkans, analyse and monitor EU policies and monitor policy developments in the European Integration process concerning countries under the responsibility of the Unit*
- *Contribute to the reporting activities on the Reform and Growth Facility for the Western Balkans, including in particular the annual report*
- *In the context of the implementation of the Reform and Growth Facility for the Western Balkans, to participate in the policy dialogues with the countries for the implementation of their Reform Agendas, and to coordinate the assessment on the fulfilment of the quantitative and qualitative steps of the Reform Agendas*
- *Monitor Montenegro's EU accession process in a number of EU policy areas related to the internal market*
- *Follow negotiation processes in assigned policy areas and prepare Draft Common Positions (DCPs) and support an official defend them in the Council*
- *Monitor and enforce general application and specific issues related to the SAA with Montenegro and prepare and follow-up or contribute to subcommittees. Contribute to relevant briefings, notes, reports and assessments*

+ POLICY COORDINATION

- *To participate in internal quality review meetings, inter-service consultations and other consultations to review the progress towards the implementation of the reforms and of the quantitative and qualitative steps of the Reform Agendas*
- *To coordinate with and monitor quality of the EU Delegations' assessments concerning the Reform and Growth Facility*
- *To coordinate within in the unit, and with other units in charge of other pillars of the Growth Plan for the Western Balkans and with the planning, reporting and coordination of the implementation of the Instrument for Pre-accession Assistance*
- *Contribute towards overall coordination of accession negotiations with Montenegro in areas of responsibility*
- *Contribute to the definition of priorities and support to programming and monitoring of implementation of EU funded projects in the areas of responsibility, ensure coherence with policy objectives*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *To manage and ensure the high quality and compliance with the Financing Decision, the Facility agreements and the loan agreements representing the legal framework for the implementation of the Reform and Growth Facility*
- *To contribute to the preparation and subsequent monitoring of the Delegated Acts foreseen in the Regulation. To ensure that all reporting obligations vis-à-vis the beneficiaries and the Commission and vis-à-vis the Commission and the co-legislators are fulfilled timely and with the adequate quality of information*
- *Monitor budgetary aspects of the implementation of the Facility (commitments, contracting and payments forecasts, BIP, KPIs etc) as appropriate*
- *To monitor, together with other units in the Directorate-General, that the beneficiaries keep adequate control systems in place, ensuring sound financial management of the funds received from the Facility*
- *Prepare and manage tenders, calls for proposals and other contract award procedures that may be required from the technical assistance budget of the Reform and Growth Facility*

+ INTER-INSTITUTIONAL RELATIONS

- *Maintain relations, coordination and contacts with other Commission services, EU institutions for decision-making, implementation and reporting on the Growth Plan, and on the policy areas for which the job holder is responsible*
- *Support the representation of the unit in relevant meetings with other EU institutions and/or with EU Member State representatives. • Prepare, attend and report on meetings/follow up discussions of the European Parliament/Committees and of the Council of the European Union on the Growth Plan and Reform and Growth Facility.*
- *Prepare, attend and report on meetings/follow up discussions of the European Parliament/ Committees and of the Council of the European Union on the Growth Plan and Reform and Growth Facility*

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

- *Organise and maintain relations, coordination and contracts with other Commission services*
- *Prepare for participation in Council working group meetings*
- *Carry out and respond to interservice consultations*

Job requirements

Experience"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 2 years

Qualifier:desirable

Appreciation of issues of relevance for European integration and accession negotiations and/or in other horizontal or multidisciplinary functions in the Commission (or in an equivalent organisation)

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT
PROCESS MANAGEMENT
Process monitoring methods and techniques*
- *IT TOOLS for SPECIFIC APPLICATION AREAS
IT tools for OFFICE AUTOMATION
Word*
- *INTERNATIONAL RELATIONS (generic)
INTERNATIONAL COOPERATION and DEVELOPMENT
Cooperation and development aid*

Competences

- *Analysing and Problem Solving*
Capacity to analyse and structure information
- *Communicating*
Ability to understand and be understood
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
Planning capacity
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Sociability skills

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:

The post is linked to the duration of the Western Balkans Growth Plan Facility