



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Active*)
Job description version423511 in *NEAR.D.4*
Valid from11/01/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - European Integration - Economic and trade 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 or a temporary agent, contribute to the definition, coordination and implementation of EU policies concerning Kosovo, with a particular focus on the economic criteria, strengthening Kosovo's economic and trade development and alignment with the EU acquis and obligations under the SAA and Economic Reform Programmes.

Contribute towards the definition, coordination and implementation of EU policies on Chapter 4 (free movement of capital) for all candidate countries and potential candidates, and across DG NEAR when

necessary, in close cooperation with the relevant Commission services.

Coordination, for NEAR D4, of the Growth Plan for the Western Balkans and contact point for digital transition under the Economic and Investment Plan.

Responsibility for chapters 4 (free movement of capital), 9 (financial services), 16 (taxation), 17 (economic and monetary policy), 18 (statistics), 20 (enterprise and industrial policy), 29 (customs union), 30 (external relations) for Kosovo and back up for Bosnia and Herzegovina and for internal market.

Legal disclaimer

Functions and duties

+ POLICY MONITORING

- *Analyse and monitor economic and trade policy and developments in Kosovo as well as fiscal and budgetary matters and statistics, including administrative capacity and enforcement records and develop support actions to cover gaps.*
- *Draft or contribute to relevant briefings, notes and assessments in these fields*
- *Prepare, monitor and ensure adequate follow up to the recommendations of the Economic Reform Programmes*
- *Analyse and monitor Kosovo's regional and international economic and trade relations, including the Regional Economic Area / Common Regional Market*
- *Contribute to the annual Small Business Act factsheet, in cooperation with DG GROW and the EU Office.*
- *Analyse relevant requests for TAIEX assistance and Coordinate within the Directorate as contact point for digital transition under the Economic and Investment Plan*

+ POLICY COORDINATION

- *Coordinate, at Unit level, the work on the new Growth Plan for the Western Balkans*
- *Ensure coordination with IFIs (WB, IMF, EBRD, EIB) and other multilateral institutions (WTO, OECD, CEFTA)*
- *Provide coherent policy advice in coordination with other DGs, the EU Office, relevant Ministries in Kosovo and other relevant EU and international stakeholders*
- *Prepare and ensure follow-up to the annual Stabilisation and Association sub-Committees on trade, industry, customs and taxation, and on economic and financial issues and statistics for Kosovo and back-up for Bosnia and Herzegovina and for the Internal Market sub-Committee*
- *Contribute to the preparation of the annual report on Kosovo – economic section and chapters 4, 9, 16, 17, 18, 20, 29, 30 in close cooperation with DG NEAR chapter desks, line DGs and the Delegation, and other chapters as required by the Head of Unit*
- *Contribute to the European Reform Agenda*

+ POLICY DEVELOPMENT

- *Elaborate and contribute to the definition of EU policies relating to Kosovo, including relevant IPA programming*
- *Prepare and respond to relevant inter-service consultations, European Parliamentary Questions, 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*
- *Attend relevant (trade / economic) meetings with other EU institutions*

+ 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 attend meetings on behalf of 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

Languages

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

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
- *Working with Others*
Confidentiality
Diplomatic 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: