



## EUROPEAN COMMISSION

### Job Description Form

Job description version4 (*Active*)  
Job description version339537 in *NEAR.D.4*  
Valid from16/10/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIII

**Job title**

Policy Assistant - European Integration- Sectoral desk connectivity and Green Agenda

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

PRE-ACCESSION and ENLARGEMENT

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, contribute to the definition, coordination and implementation of EU policies concerning Bosnia and Herzegovina and Kosovo, with a particular focus on alignment with the EU acquis and obligations under the SAAs and Economic Reform programmes, chapters 14 (transport), 15 (energy), 21 (Trans-European networks), 22 (regional policy) and 27 (environment), and other chapters as required by the Head of Unit.

**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 MONITORING**

- *Analyse and monitor policy and developments in Bosnia and Herzegovina and Kosovo on connectivity - transport, energy, trans-European networks; regional development and environment including administrative capacity and enforcement records and develop support actions to cover gaps..*
- *Analyse relevant requests for TAIEX assistance.*
- *Contribute to relevant briefings, notes and assessments in these fields.*
- *Monitor and ensure adequate follow up to relevant recommendations of the Economic Reform Programmes and the European Reform Agendas / Socio-Economic Priorities.*

### **+ POLICY COORDINATION**

- *Coordinate with other DGs, the Delegation/ Office, relevant Ministries in Bosnia and Herzegovina and Kosovo and other relevant EU and international stakeholders, to ensure coherent policy advice in the relevant areas; Coordinate within the unit as regards connectivity - transport, energy, trans-European networks; regional development and environment.*
- *Prepare and ensure follow-up to the annual Stabilisation and Association sub-Committees and Committee and Council, connectivity - transport, energy, trans-European networks; regional development and environment, coordination with other services and Delegation / Office and the co-secretaries in Bosnia and Herzegovina and Kosovo, preparation of briefing, conclusions and minutes. Provide backup on chapters and sub-Committees as required by the Head of Unit.*
- *Contribute to the preparation of the annual report on Bosnia and Herzegovina and Kosovo for chapters 14, 15, 21, 22, 27, in close cooperation with DG NEAR chapter desks, line DGs and the Delegation and other chapters as required by the Head of Unit. Backup for chapters 11, 12, 13 and related subcommittee.*
- *Contribute where relevant to the European Reform Agenda / Socio-Economic Priorities.*

### **+ POLICY DEVELOPMENT**

- *Elaborate and contribute to the definition of EU policies as listed above, relating to Bosnia and Herzegovina and Kosovo, including relevant IPA programming.*
- *Respond or contribute to relevant inter-service consultations and European Parliamentary Questions and attend relevant inter-service groups.*

### **+ INTER-INSTITUTIONAL RELATIONS**

- *Maintain relations, coordination and contacts with other Commission services, the EU Delegation/ EU Office in Bosnia and Herzegovina/ Kosovo, Member States and other states.*
- *Participate in relevant 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.*
- *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:*