



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version375970 in *NEAR.D.2*
Valid from01/02/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

To contribute under the supervision of an official towards the definition and implementation of EU policies towards Serbia, to monitor the country's EU accession process, including the approximation of legislation notably in the fields of internal market, and to coordinate implementation of the Stabilisation and Association Agreement (SAA) bodies. Horizontal Chapter desk for chapter 7 (Intellectual Property Law).

Legal disclaimer

Functions and duties

+ EXTERNAL RELATIONS

- Monitor Serbia's EU accession process in a number of EU policy areas including on chapters 3 – right of establishment, 4 – free movement of capital, 5 – public procurement, 6 – company law, 7 – intellectual property rights, 8 – competition policy, 9 – financial services, 16 - taxation, 25 - science and research and 32 - financial control.
- Follow negotiation process on these chapters and prepare Draft Common Positions (DCPs) and assist an official defend them in the Council.
- Actively participate in finding compromises amongst the Member States and reflect these in EU Common Positions (EUCPs)
- Liaise with other DGs in matters concerning accession negotiations and carry out and respond to inter-service consultations

+ POLICY COORDINATION

- Prepare, participate in and follow-up on SAA (Stabilisation and Association Agreement) meetings for all issues related to these EU policy areas.
- Contribute to solving bilateral issues with Serbia in the area of competence with a view to facilitating the country's progress towards EU
- Monitor overall implementation of the SAA
- Contribute to briefing requests, speeches or other documents
- Contribute to the identification of pre-accession assistance needs for Serbia in the respective policy areas
- Provide input to the country report on Serbia

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to relevant documents, following the instructions of the HoU and with the help of the DMO correspondent in the unit; ensure in particular the correct registration and filing of these documents

Job requirements

Experience"

+ LAW

Job-Related experience: at least 2 years

Qualifier: an advantage

Languages

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

Knowledge

- **POLICY**
- **LAW**
 - **LEGISLATIVE WORK**
 - *Preparation and adoption of legislative proposals and other acts*
 - *Drafting decisions*
- **EVALUATION and QUALITY MANAGEMENT**
 - **IMPACT ASSESSMENT**
 - *Impact of policies, legislation or programmes*
- **INSTITUTION-LEVEL COORDINATION and CONSULTATION**
 - **INTER-SERVICE COORDINATION and CONSULTATION**
 - *Inter-service and working groups organisation*
- **INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT**
 - **EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS**
 - *Decision-making procedures in the EU institutions*
- **DEMOGRAPHY and MIGRATION**
 - **MIGRATION**
- **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*
 - *Drafting skills*
 - *Feel at ease in public*
- **Delivering Quality and Results**
 - *Ability to work in a proactive and autonomous way*
 - *Conscientiousness*
- **Prioritising and Organising**
 - *Coordination skills*
- **Working with Others**
 - *Confidentiality*
 - *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: