



EUROPEAN COMMISSION

Job Description Form

Job description version8 (*Approved*)
Job description version375968 in *NEAR.D.2*
Valid from03/06/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer - European Integration Negotiator

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

PRE-ACCESSION and ENLARGEMENT

Sensitive job

No

Overall purpose

To contribute towards the definition, promotion and implementation of EU policies concerning relations with Serbia as appropriate, in particular related to the internal market. To monitor Serbia's EU accession process and the implementation of the EU/Serbia SAA. To contribute to other areas related to Serbia's EU accession process, as necessary and appropriate.

Legal disclaimer

Functions and duties

+ POLICY COORDINATION

- *Contribute towards overall coordination of accession negotiations with Serbia in areas of responsibility.*
- *Contribute to the definition of objectives and priorities as regards accession negotiations with Serbia in the fields of free movement of goods (chapter 1), digital transformation and media (chapter 10), agriculture and rural development (chapter 11), food safety, veterinary and phytosanitary policy (chapter 12), fisheries and aquaculture (chapter 13) regional policy and coordination of structural instruments (chapter 22), and Consumer and health protection (chapter 28).*
- *Conduct conceptual reflections and assist in elaborating strategic documents, draft notes on points of relevance and on their expected impact.*
- *Contribute to the definition of priorities and support to programming and monitoring of implementation of EU funded projects in the areas of responsibility; comment on project proposals and ensure coherence with policy objectives.*
- *Provide policy-related support during project implementation.*

+ POLICY MONITORING

- *Contribute to input and analysis for strategic documents, including the annual report on Serbia*
- *Contribute to the submission of regular overview of progress.*
- *Monitor country commitments including administrative capacity and enforcement records and develop contribute to support actions to cover gaps.*

+ EXTERNAL RELATIONS

- *Prepare and follow-up of the parts of the Serbia Stabilisation and Association Committee and Council and the sub-Committees in the area of responsibility.*
- *Contribute to coordination with external actors and international organisations.*

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

- *Organise and maintain relations, coordination and contacts with other services of the Commission.*
- *Prepare for participation in relevant Council Working Group meetings (COELA).*
- *Draft answers to oral and written parliamentary questions.*
- *Carry out and respond to inter-service consultations.*
- *Coordinate activities with units within the DG, as well as with other DGs and the EU delegation in Serbia.*
- *Correctly apply the Commission's document management rules to the documents for which the official is responsible, 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"

+ PRE-ACCESSION and ENLARGEMENT, INTERNATIONAL RELATIONS (generic)

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
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

Knowledge

- *POLICY*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS
Decision-making procedures in the EU institutions
- *INTERNATIONAL RELATIONS (generic)*
EXTERNAL RELATIONS
EU External Assistance policies
EU External Assistance instruments

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
Ability to understand and be understood
Drafting skills
Feel at ease in public
- *Delivering Quality and Results*
- *Prioritising and Organising*
Capacity to deliver in a structured way
- *Resilience*
Stress resistance
- *Working with Others*
Ability to work in a team
Knowledge sharing

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: