



## EUROPEAN COMMISSION

### Job Description Form

Job description version6 (*Approved*)  
Job description version375562 in *NEAR.A.2*  
Valid from02/09/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer

**Domains**

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

EU's INTERNAL and EXTERNAL SECURITY

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official and the team leader, contribute to the work of the unit on security issues including organised crime, counter-terrorism and law enforcement cooperation (including EMPACT), and ensure coherence of anti-money laundering / anti-corruption / integrity policy linked to increased investments / assistance in the neighbourhood and enlargement countries.

**Legal disclaimer**

## **Functions and duties**

### **+ POLICY ANALYSIS**

- *Provide the DG's input on security, including the fight against organised crime, including cyber crime, anti-terrorism and law enforcement cooperation (including EMPACT), including providing input for briefings, speeches, lines to take, reports, press materials and interviews, replies to parliamentary questions, citizens' requests, interservice consultations when the thematic issues within its competence are the main topic;*
- *Under the supervision of an official and in close cooperation with other A2 teams (PAR & PFM incl public procurement, rule of law /anti-corruption) and other relevant units, in particular economic growth/investment linked, ensure coherence of anti-money laundering/ anticorruption / integrity policy / support linked to increased investments / assistance in the neighbourhood and enlargement countries;*
- *Analyse, contribute to and monitor EU Policy developments, in particular through intensive contacts with line DGs, EEAS & EU agencies and inform NEAR colleagues on relevant developments;*
- *Participate in policy discussions (sub committees, special groups, peer reviews, conferences, etc ...) in full consultation with relevant geographic directorates and units;*
- *Provide input and quality check of relevant parts of the annual enlargement and neighbourhood reports concerning areas falling under the job holders responsibility; contribute to the unit's, especially the security and peace team's, role as the first point of entry for line DGs, EU Agencies and other EU institutions concerning horizontal questions in the Team's remit and for "acquis" related questions, questions on European standards and policies or technical assessments;*
- *Under the supervision of an official or Temporary Agent attend sector specific meetings with other EU institutions, in particular the Council and the European Parliament and other relevant fora and conferences, ensuring appropriate reporting.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *For NDICI and IPA, provide adhoc support to geographic units and regional/multi-beneficiary units which are normally in the lead. Support can be offered at all steps, i.e. preparation of terms of reference, project identification, project implementation, monitoring and evaluation for all types of sector support programmes, country specific programmes, regional programmes and strategic evaluations;*
- *Mapping of EU-funded projects in the field of security, including organised crime, including cyber crime, counter-terrorism, drugs;*
- *Mapping the mainstreaming of anti-money laundering and anticorruption / integrity aspects of economic support measures, including conditionality and measures deployed by strategic partners;*
- *Identify best practices and lessons learnt;*
- *Participate in reference groups and inter-service groups for strategic evaluations.*

### **+ EXTERNAL COMMUNICATION (general)**

- *Under the supervision of an official or Temporary Agent act as the Coordinator of the external dimension of the European Multi-disciplinary platform against Criminal Threats (EMPACT) in cooperation with DG INTPA and FPI and in close cooperation with DG HOME*
- *Contribute to establishing and steering a network of colleagues inside the DG and in NEAR Delegations working on similar issues;*
- *Under the supervision of an official or Temporary Agent establish and maintain contacts with line DGs working on similar issues, with DGs INTPA, FPI and HOME, with EEAS and with external stakeholders;*
- *Provide input and support for trainings and workshops.*

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

- Correctly apply the Commission's document management rules to the documents for which the official/agent is responsible;
- Ensure in particular the correct registration and filing of these documents.

+ INTERNAL COMMUNICATION (general)

- Regularly contribute to the content of a dedicated web page on the NEAR intranet;
- Provide input to the Communication unit on communication initiatives, including information materials, webnews, social media posts, thematic press trips, etc.

**Job requirements**

**Experience"**

+ EU's INTERNAL and EXTERNAL SECURITY

Job-Related experience: at least 5 years

Qualifier: essential

Highly desirable experience in the security sector and/or Home Affairs (security sector reform, organised crime, counter-terrorism, law enforcement and justice cooperation) preferably with field experience [in neighbourhood/enlargement countries]. Understanding of anti-money laundering, anti-corruption and integrity frameworks, also related to procurement and large-scale investments.

**Languages**

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

**Knowledge**

- **POLICY**  
  - POLICY ANALYSIS
  - POLICY DEVELOPMENT
  - POLICY IMPLEMENTATION  
    - Rules and procedures concerning the implementation of EU policies
  - POLICY MONITORING
  - POLICY COORDINATION
- **EVALUATION and QUALITY MANAGEMENT**  
  - EVALUATION
  - QUALITY ASSESSMENT and MANAGEMENT
- **PROGRAM / PROCESS / PROJECT MANAGEMENT**  
  - PROJECT MANAGEMENT  
    - Project monitoring methods and techniques

## 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*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Quality & process management abilities*
- *Learning and Development*  
*Flexibility (openness towards new demands, etc.)*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*

## 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:*