



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Active*)
Job description version339537 in *NEAR.D.4*
Valid from03/07/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant - Rule of Law – Chapter 23 - Kosovo

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Intermediate domain

Specific domain

Sensitive job

No

Overall purpose

Under the supervision of an official, contribute to the definition, coordination and implementation of EU policies concerning Kosovo, with a particular focus on rule of law, especially human rights and fundamental freedoms and judiciary (chapter 23 judiciary and fundamental rights) and alignment with the EU acquis and obligations under the SAA, and other chapters as required by the Head of Unit. Backup for Chapter 24 (home affairs)

Legal disclaimer

Functions and duties

+ POLICY MONITORING

- *Analyse and monitor rule of law-related policy and developments in Kosovo including judicial reform and the fight against corruption and organized crime, administrative capacity and enforcement records and develop support actions to cover gaps*
- *Contribute to relevant briefings, notes and assessments, and analyse TAIEX requests, in these fields*
- *Prepare and participate in relevant peer reviews in these fields*
- *Monitor and ensure adequate follow up to relevant recommendations of the Economic Reform Programmes*

+ POLICY COORDINATION

- *Coordinate with other DGs, the EU Office, relevant Ministries in Kosovo and other relevant EU and international stakeholders, to ensure coherent policy advice*
- *Prepare and ensure follow-up to the annual Stabilisation and Association sub-Committee on Justice Freedom and Security – coordination with other services and EU Office and the co-secretaries in Kosovo, preparation of briefings, conclusions and minutes.*
- *Contribute to the preparation of the annual report on Kosovo for chapter 23, as well as relevant parts of the political section, in close cooperation with the chapter 24 and political desks, DG NEAR chapter desks, line DGs and the EU Office*

+ POLICY DEVELOPMENT

- *Elaborate and contribute to the definition of EU policies in relation to rule of law and fundamental rights, relating to Kosovo, including relevant IPA programming*
- *Contribute where relevant to the Economic Reform Programme and European Reform Agenda*

+ 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*
- *Respond or contribute to relevant inter-service consultations and European Parliamentary Questions and attend relevant inter-service groups*
- *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
English	C1	C1	C1	C1	C1
French	B2	B2	B2	B2	B2

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*

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:

Availability to travel

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: