



EUROPEAN COMMISSION

Job Description Form

Job description version3 (*Approved*)
Job description version427278 in NEAR.A.2
Valid from16/09/2024until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Policy Officer

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

Specific domain

EU NEIGHBOURHOOD

Sensitive job

No

Overall purpose

Contribute to the work of the Human Rights and Civil Society Team by elaborating strategic guidance documents, providing thematic expertise on civil society and selected human rights issues. Support design and implementation of policy and programmes in the field of civil society and human rights in the Neighbourhood and Enlargement countries. Coordinate the implementation in NEAR of the Thematic Programme on Civil Society under NDICI. Coordinate the NEAR share of the "Knowledge Hub for expertise on Gender equality, Disability and Human Rights Based Approach". Act as a back-up to other team members as necessary.

Legal disclaimer

Functions and duties

+ POLICY COORDINATION

- *Prepare and coordinate briefings for the hierarchy and replies to EP written questions and inter-service consultations in areas of competence.*
- *Build up and maintain a network of contacts in international organisations, EU member states and other donors in order to ensure coordination of support to civil society and human rights.*
- *Assist the country teams through policy guidance for their dialogue with the partner countries, donors and other relevant stakeholders in areas of competence.*
- *Coordinate the implementation of the external aspects of engagement with Civil Society organisations and the selected human rights issues with DG INTPA, DG EMPL and the EEAS.*
- *Steer the work of the DG in the field of civil society in the context of the accession negotiations.*

+ POLICY DEVELOPMENT

- *Provide a horizontal steer and guidance to geographic teams on policies for civil society engagement, the enabling environment and selected human rights issues.*
- *Initiate, coordinate, develop or provide input in line with NEAR's mandate for strategic EU policy documents in the field of civil society and human rights.*
- *Prepare thematic analyses and guidance documents in the areas of competence.*
- *Support and/or carry out any other tasks as requested by the Head of Unit and/or supervisor/ team leader.*

+ POLICY IMPLEMENTATION

- *Steer the implementation and reporting on actions under the EU's sectorial strategies on equality and the DG NEAR Equality Mainstreaming Work Plan.*
- *Steer the development, update or implementation of relevant guidance documents in areas of competences, in particular to strengthen and mainstream support to and engagement with civil society*
- *Ensure a sound application of civil society mainstreaming as well as human rights based approach through coordination of the NEAR share of the Technical Assistance Facility "Knowledge Hub for expertise on Gender equality, Disability and Human Rights Based Approach" in close cooperation with other team members.*
- *Review and provide comments and guidance on relevant documents under the Enlargement policy, notably in the context of accession negotiations (ELARG package, screening process, etc), in the field of civil society and selected human rights issues.*

+ GENERAL PROGRAM MANAGEMENT

- Review and provide comments and guidance on relevant documents under the Enlargement policy, notably in the context of accession negotiations (ELARG package, screening process, etc), in the field of civil society and selected human rights issues.
- Provide a back-office function to EUDs in the implementation of the country allocations under the programme; represent NEAR in working meetings for preparation and evaluation of global calls for proposals, provide guidance on aspects related to financial management of the Programme in NEAR; coordinate the re-allocation process under the Thematic Programme.
- Contribute to the identification and formulation of actions targeting financial support to CSOs in Neighbourhood and Enlargement countries in cooperation with the geographical units and EU delegations. Provide advice on mainstreaming support to civil society into sector specific actions.
- Perform GESTOPE functions for the Thematic Programme on Civil Society.
- Coordinate the work of the Technical Assistance Facility "Knowledge Hub for expertise on Gender equality, Disability and Human Rights Based Approach" as regards NEAR, in close cooperation with other team members and as a member of the project team together with INTPA

+ EXTERNAL RELATIONS

- Lead the organisation of CiSo-Net meetings and management of the networks of contacts. Contribute to the organisation of the FRi-Net.
- Ensure good and effective contacts with all relevant stakeholders.
- Facilitate and contribute to steering of seminars, workshops and other stakeholder meetings on specific subjects relevant to the work of the Team.
- Take part in relevant meetings, including Inter-Service Groups, other meetings with DG INTPA, DG EMPL, the EEAS and the EESC, Council working parties and external events.

+ INFORMATION and DOCUMENT MANAGEMENT

- Correctly apply the Commission's document management rules to the documents for which the contract agent 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"

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 3 years

Qualifier:essential

Experience of external relations and/or external assistance.

Languages

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

Knowledge

- *PROGRAM / PROCESS / PROJECT MANAGEMENT*
PROJECT MANAGEMENT
Project monitoring methods and techniques
- *IT TOOLS for SPECIFIC APPLICATION AREAS*
IT tools for FINANCE, BUDGET and CONTRACTS and ACCOUNTING
CRIS (Common Relex Information System) Consultation
- *JUSTICE and HUMAN/CIVIL RIGHTS*
JUSTICE, FREEDOM and SECURITY
Fundamental rights
- *INTERNATIONAL RELATIONS (generic)*
PRE-ACCESSION and ENLARGEMENT
Enlargement
European Integration
EU NEIGHBOURHOOD
European Neighbourhood Policy

Competences

- *Analysing and Problem Solving*
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- *Communicating*
Capacity to communicate technical or specialised information
- *Delivering Quality and Results*
Ability to work in a proactive and autonomous way
- *Learning and Development*
Flexibility (openness towards new demands, etc.)
- *Prioritising and Organising*
Capacity to deliver in a structured way
Planning capacity
- *Resilience*
Perseverance
- *Working with Others*
Ability to work in a team

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: