EUROPEAN COMMISSION
Job Description Form

Job description version2 (Approved)
Job description version225325 in NEAR.D.3.DEL.North Macedonia.001.94
Valid from 01/05/2022 until

<table>
<thead>
<tr>
<th>Job Holder</th>
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<tbody>
<tr>
<td>Name</td>
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<table>
<thead>
<tr>
<th>Job Profile</th>
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<tbody>
<tr>
<td>Position</td>
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<tr>
<td>CONTRACT AGENT FGIV</td>
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<tr>
<td>Job title</td>
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<tr>
<td>Policy Officer - International Relations Officer</td>
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<table>
<thead>
<tr>
<th>Domains</th>
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<tbody>
<tr>
<td>Generic domain</td>
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<tr>
<td>PRE-ACCESSION and ENLARGEMENT</td>
</tr>
<tr>
<td>Intermediate domain</td>
</tr>
<tr>
<td>Specific domain</td>
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<table>
<thead>
<tr>
<th>Sensitive job</th>
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</thead>
<tbody>
<tr>
<td>No</td>
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<table>
<thead>
<tr>
<th>Overall purpose</th>
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<tbody>
<tr>
<td>Under the supervision of the Head of the Political Section, monitor, analyse and report on preparation for accession to the European Union by the country in the Justice and Home Affairs area (chapters 23 &amp; 24). Assist the Head of Section to conduct and co-ordinate the pre-accession reporting activities within the Delegation</td>
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<table>
<thead>
<tr>
<th>Legal disclaimer</th>
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**Functions and duties**

**POLICY ANALYSIS**
- Conduct, monitor and analyse the political area of activity of the host country and follow its developments particularly in regard to the political relations with the EU and its Member States
- Contribute to sector analysis and to the definition of a sector strategy for the European Community
- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern and raise issues

**INTERNAL COMMUNICATION (general)**
- Study, monitor and report regularly and in timely fashion (including early warnings in case of potential conflicts) to Headquarters on sectoral issues, respond to any specific requests in this regard
- Provide answers to any specific question on the political area of activity
- Provide answers to any specific legal questions
- When required, draft speeches and speaking notes on the sectors concerned
- Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s).

**EXTERNAL RELATIONS**
- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official actors
- Prepare and assist in missions from Headquarters.

**EXTERNAL COMMUNICATION (general)**
- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events
- Extract and disseminate “best practice” and facilitate exchange of experiences
- Contribute to the production of publications

**Job requirements**

**Experience**
- LAW MONITORING and IMPLEMENTATION, LEGAL ANALYSIS, ADVICE and ASSISTANCE, POLICY DEVELOPMENT, POLICY MONITORING, EXTERNAL RELATIONS, EU FOREIGN RELATIONS (excl Security and Defence), INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 3 years
Qualifier: essential
- Experience working on legal or Rule of Law related issues - Proven experience as political officer or manager of political files - Experience in reaching out to and working with foreign governments, diplomatic representations, international organisations and the civil society on matters related to political developments, especially the Rule of Law

**Languages**

<table>
<thead>
<tr>
<th>Language</th>
<th>Listening</th>
<th>Reading</th>
<th>Spoken interaction</th>
<th>Spoken production</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>C1</td>
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Knowledge

- POLICY
  - POLICY ANALYSIS
  - POLICY DEVELOPMENT
  - POLICY MONITORING
- LAW
  - LEGAL ANALYSIS, ADVICE and ASSISTANCE
  - LAW MONITORING and IMPLEMENTATION
- REPRESENTATION and NEGOTIATION
  - DIPLOMACY and NEGOTIATION
    - International negotiating techniques
- INTERNATIONAL RELATIONS (generic)
  - Multilateral international agreements and negotiation methods and procedures
  - EXTERNAL RELATIONS

Competences

- Analysing and Problem Solving
  - Ability to conceptualise problems, identify and implement solutions
- Communicating
  - Ability to communicate in meetings
  - Capacity to communicate technical or specialised information
  - Capacity to present issues to an audience
  - Drafting skills
  - Negotiation skills
- Delivering Quality and Results
  - Ability to work in a proactive and autonomous way
  - Capacity to act upon problems
  - Eye for detail / Accuracy
- Prioritising and Organising
  - Capacity to deliver in a structured way
- Resilience
  - Stress resistance
- Working with Others
  - Ability to work in a team
  - Confidentiality
  - Diplomatic 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:

06/04/2022
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: