



## EUROPEAN COMMISSION

### Job Description Form

Job description version9 (*Approved*)  
Job description version 145009 in NEAR.A.1  
Valid from 16/11/2020 until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer - Human / Fundamental Rights

**Domains**

**Generic domain**

INTERNATIONAL RELATIONS (generic)

**Intermediate domain**

PRE-ACCESSION and ENLARGEMENT

**Specific domain**

EU NEIGHBOURHOOD

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, work as a member of the Centre of Thematic Expertise on Rule of Law, Fundamental Rights and Democracy on fundamental rights issues for Enlargement and Neighbourhood countries

## **Functions and duties**

### **+ POLICY DEVELOPMENT - Policy development**

- *To work in the Centre of Thematic Expertise on Rule of Law, Fundamental Rights and Democracy to provide a horizontal steer to human/fundamental rights issues in DG NEAR regions (Enlargement and Neighbourhood East/South) and act as policy advisor and resource person for human/fundamental rights.*
- *In particular: provide advice on existing standards and relevant documents to support the work of the geographical desks.*
- *Act as focal point on the rights of the child and of persons with disabilities.*
- *Support the work of the Chapter Desk for chapter 23 as regards fundamental rights, including in the context of the SAP and accession negotiations (comment on annotated agendas, action plans on chapter 23, screening reports, DCPs...).*

### **+ POLICY MONITORING - Policy monitoring**

- *Monitor fundamental rights issues in DG NEAR regions (Enlargement and Neighbourhood East/South). Monitor acquis developments (DG JUST), developments on European standards in international organisations (Council of Europe, OSCE, UN etc) and follow up on relevant research that may usefully feed into NEARs human right policy. Inform DG NEAR colleagues of relevant developments.*
- *Contribute to the preparation of the annual Enlargement package (including as regards guidance, quality check, preparation and participation in consultations with international organisations and NGOs). Contribute to the preparation of other monitoring reports produced by the European Union in the field of human/fundamental rights (notably those of DG JUST and the EEAS).*
- *Provide responses to parliamentary questions, correspondence and citizens' requests, Participate in relevant peer-review missions.*

### **+ POLICY COORDINATION - Policy co-ordination**

- *Manage the Fundamental Rights Network (FRi-Net) in DG NEAR, organise annual meetings of the network and thematic seminars.*
- *Maintain regular contacts and support management of relations with the Council of Europe and other international organisations (including UN bodies and OSCE/ODIHR), other EU institutions and civil society organisations.*
- *Contribute to the work of the Commission in areas of relevance to the portfolio and to DG NEAR, notably through attending inter-service group meetings organised by DG JUST and the EEAS, treating inter-service consultations, contributing to briefings, attend meetings and conferences of interest organised by external partners.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT - Project / process management**

- *Under the supervision of an official, support the EIDHR programming process.*
- *Contribute to the IPA/NDICI programming process with expert input in the field of human rights.*

### **+ INFORMATION and DOCUMENT MANAGEMENT - Document management**

- *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"

+ JUSTICE, FREEDOM and SECURITY, INTER-INSTITUTIONAL RELATIONS, ETHICS and EQUALITY, JUSTICE and HUMAN/CIVIL RIGHTS, INTERNATIONAL RELATIONS (generic), DEMOCRACY

Job-Related experience: at least 3 years

Qualifier: desirable

### Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C1	C1	C1	C1	C1

### Knowledge

- ANALYSIS and INTELLIGENCE  
ANALYSIS and ADVICE
- EVALUATION and QUALITY MANAGEMENT  
IMPACT ASSESSMENT  
Impact of policies, legislation or programmes
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES  
ORGANISATION and ADMINISTRATION of SUPPORT OFFICES  
Administrative rules and procedures of the Institution

### Competences

- Analysing and Problem Solving  
Creativity
- Communicating  
Capacity to present issues to an audience  
Drafting skills  
Negotiation skills
- 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  
Planning capacity
- Working with Others  
Ability to work in a team

## Job Environment

### Organisational entity

Type:	Unit
Size:	16 to 25 people
Gender balance (within the entity):	balanced team

Comments:

Presentation of the entity:

10/11/2020

The mission of Directorate A is to ensure that the policy-related activities of DG NEAR are formulated and implemented in a coherent and evidence-based manner; to ensure appropriate communication of policy-related information to internal and external stakeholders; and to organise and co-ordinate inter-service and inter-institutional relations. The mission of Directorate A also includes developing and maintaining the legal framework and strategy for financial assistance, and to foster consistent, efficient and effective use of pre-accession and European neighbourhood funds. Directorate A is AOSD for commitments and payments. The Directorate A is responsible for three centres of thematic expertise: Rule of law/fundamental rights and Democracy; Economic governance, competitiveness, private sector development, social inclusion, trade and trade related matters; Public administration reform, Good governance and PFM.

***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:*

## VACANCY NOTICE

Job ID: 145009

**Policy Officer - Human/fundamental Rights  
DG NEAR A.1**

**Job available from: 16/11/2020**

### We are

The mission of the Directorate General for Neighbourhood and Enlargement Negotiations (DG NEAR) is to take forward the EU's neighbourhood and enlargement policies. Unit's A.1 overall objective is to ensure overall policy coordination within DG NEAR and across the Commission. The unit is responsible for coordination within DG NEAR of enlargement strategy and policy, including the Stabilisation and Association process, and of the European neighbourhood policy. This includes managing the annual enlargement package exercise comprising a strategic communication and individual country reports. It also ensures appropriate policy coordination and cooperation with the EEAS. The unit is responsible for coordination and preparation of briefings for the Commissioner and senior hierarchy and manages the Briefing and Speeches Information System (BASIS) for the DG. The unit hosts the Centre of Thematic Expertise on Rule of Law, Fundamental Rights and Democracy.

The unit consists of 22 staff.

### We propose

A dynamic, challenging working environment in a unit having a central role in the DG; a varied job, as **Policy Officer**, carried out in cooperation with a wide range of partners inside/outside the EU; a full set of learning and training opportunities targeted to the needs of the job.

The selected official will:

- Work within the Centre of Thematic Expertise on enlargement and neighbourhood policies. In particular, he/she will provide advice and guidance on **fundamental rights** issues.
- Monitor fundamental rights issues in DG NEAR regions. **Monitor developments in the acquis and on European standards** in international organisations, attend relevant inter-service group meetings and consultations, contribute to briefings, attend meetings and conferences of interest organised by external partners.
- Manage the **Fundamental Rights Network (FRi-Net)** in DG NEAR, organise annual meetings of the network and thematic seminars.
- Maintain regular contacts and **support management of relations with the Council of Europe** and other international organisations (including UN bodies and OSCE/ODIHR), other EU institutions and civil society organisations.
- **Support the EIDHR programming** process and **contribute to the IPA/NDICI programming** process with expert input in the field of human rights.

- Support the work of the **Chapter Desks for chapter 23 (judiciary and fundamental rights)**, including in the context of the Stabilisation and Association Process, the accession negotiations and the annual enlargement package.
- Analyse and advise on the impacts of policies, legislation and programmes, producing briefing notes and policy documents of the highest standard, often under time pressure.

### **We look for**

A motivated, dynamic and resilient colleague, who will act within the unit as a policy officer, and will have:

- Experience in the field of human rights
- Experience and/or knowledge in external relations and/or enlargement policy and of countries covered by DG NEAR (Western Balkans and Turkey, Neighbourhood South, Neighbourhood East)
- Experience with project/programme design and implementation
- Extensive proven drafting and communication skills
- A strong sense of initiative, balanced by the ability to work as a member of a close-knit team, and strong coordination abilities.
- Excellent organisational skills and high sense of responsibility
- High-level command of English, written and oral. Knowledge of French would be an asset.
- Candidates should possess at least 3 years of job-related experience, ideally part of it in the European Commission.
- A legal background would be an asset, as would experience with the Rule of Law & democracy issues

Previous working experience with DG NEAR, DG DEVCO, ECHO, EEAS, DG HOME, DG JUST and/or EU Delegations is also considered as an asset.

### **How to apply**

Only FG IV contract agents in the Commission or candidates having completed and validated their application on an FG IV EPSO CAST may apply.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

Your application should be sent to [NEAR-A1@ec.europa.eu](mailto:NEAR-A1@ec.europa.eu)

Contacts: Allan JONES, NEAR A1 (+3222952211)

Deadline: 04 December 2020