

VACANCY NOTICE

Job ID: 250269

Policy Assistant - DG NEAR A.1

Job available from: immediately

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 Assistant**, 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 Rule of Law, Fundamental Rights and Democracy with a particular focus on the implementation of the European Commission's revised enlargement policy with respect to the rule of law and good governance (the “fundamentals”)
- Support the work of the Chapter Desks for chapter 23 (judiciary and fundamental rights) and 24 (justice, freedom and security), including in the accession negotiations (planning, management, and preparation of meetings, work on annotated agendas, action plans, screening reports, benchmarks, draft Common Positions and other documents in accession negotiations);
- Contribute to work on the fundamentals cluster in the accession negotiations with Albania and North Macedonia
- Support the wider activities of the Centre of Thematic Expertise on Rule of law, democracy and fundamental rights, including provision of policy advice, contributions to programming processes, participation in expert meetings, Inter-service groups, conferences and preparation of reports and analyses

- Support the unit's briefings team, including preparation and coordination of briefings for the Commissioner and for DG NEAR hierarchy, with a particular focus on areas falling within the remit of the Centre of Thematic Expertise.

We are looking 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 rule of law, fundamental rights, justice freedom and security
- Experience in external relations and/or enlargement policy
- 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 1 year of job-related experience, ideally part of it in the European Commission.

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 III-IV contract agents in the Commission or candidates having completed and validated their application on an FG III-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

Contacts: Allan JONES, NEAR A1 (+3222952211)

Deadline: 2nd December 2020



EUROPEAN COMMISSION

Job Description Form

Job description version5 (*Central HR validation*)
Job description version 250269 in *NEAR.A.1*
Valid from until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant

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 a Commission official, to provide administrative and policy support to the Centre of Thematic Expertise on Rule of law, democracy and fundamental rights, in particular in the accession negotiations under chapters 23 and 24; and to the preparation and coordination of briefings.

⋮

Functions and duties

+ POLICY COORDINATION - Thematic Support

- Supporting the activities of the Centre of Thematic Expertise on Rule of law, democracy and fundamental rights, including provision of policy advice, contributions to programming processes, participation in expert meetings, Inter-service groups, conferences and preparation of reports and analyses

+ POLICY COORDINATION - Support coordination of the Accession Negotiations

- Support the chapters desks for chapter 23 (judiciary and fundamental rights and 24 (justice, freedom and security) in the overall coordination of accession negotiations
- Contribute to work on the fundamentals cluster in the accession negotiation
- Contribute to planning, management, and preparation of screening meetings, screening reports, draft Common Positions and other documents in accession negotiations.
- Providing information on the overall state of play and planning of the accession negotiations

+ EXTERNAL COMMUNICATION (general) - Member of the unit's briefings team

- Preparation and coordination of briefings and speeches for the Commissioner for Neighbourhood Policy and Enlargement Negotiations, as well as for DG NEAR hierarchy with a particular focus on areas falling within the remit of the COTE and on the Western Balkans and Turkey, including on the Facility for Refugees in Turkey.

+ 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"

+ INTER-INSTITUTIONAL RELATIONS, JUSTICE and HUMAN/CIVIL RIGHTS, POLICY COORDINATION, DRAFTING and (SPEECH)WRITING, EXTERNAL RELATIONS, DEMOCRACY, INTERNATIONAL RELATIONS (generic)

Job-Related experience: at least 1 year

Qualifier: desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1

Knowledge

- POLICY
POLICY COORDINATION
- COMMUNICATION and PUBLICATION
EXTERNAL COMMUNICATION (general)
- JUSTICE and HUMAN/CIVIL RIGHTS
DEMOCRACY
- INTERNATIONAL RELATIONS (generic)
PRE-ACCESSION and ENLARGEMENT
Enlargement
EU NEIGHBOURHOOD
European Neighbourhood Policy
EXTERNAL RELATIONS

Competences

- Analysing and Problem Solving
- Communicating
Drafting skills
- Delivering Quality and Results
- Learning and Development
- Prioritising and Organising
- Resilience
- Working with Others

Job Environment

Organisational entity

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

Comments:

Presentation of the entity:

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: