

**SELECTION OF A TEMPORARY STAFF FOR DIRECTORATE-GENERAL FOR
NEIGHBOURHOOD AND ENLARGEMENT NEGOTIATIONS (DG NEAR)**

The European Commission is organising an external selection procedure to fill the post of Economic Adviser in Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) attached to NEAR.A. The position is based in Brussels, Belgium.

1. NATURE OF DUTIES

The responsibilities of the Economic Adviser include:

- Lead, together with Unit NEAR A3, the thematic support in DG NEAR on economic governance, trade, private sector development & competitiveness, including investment policy and human capital development, including health.
- To advise on economic aspects in the dialogue with partner countries and explain the activities of DG NEAR in the area of economic governance and socio-economic development to partner countries, Member States, public and private organisations and other third parties and the public in general, through presentations at conferences, seminars, workshops, etc.
- In coordination with the country economists in DG NEAR and in liaison with DG ECFIN, DG TRADE and other relevant DGs provide to the senior management analysis and advice on the socio-economic policies (including trade) of the EU and its implication for DG NEAR policies.
- Ensure consistency of financial assistance in support of socio-economic development under IPA III and the Neighbourhood, Development and International Cooperation Instrument - Global Europe (NDICI) with other EU assistance instruments, in particular macro-financial assistance.
- Represent the Directorate and DG NEAR, as required, vis à vis the authorities of the partner countries, public and private organisation and other third parties.
- Ensure the focal point for DG TRADE and the European Training Foundation (ETF).

2. TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point (a) of Article 2 of the Conditions of Employment of Other Servants (CEOS)¹ of the European Union in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents². The maximum duration of the initial contract will be four years, with the possibility of renewal for a maximum of two years.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20210101&qid=1612978342056&from=EN>

²

https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision of 16 December 2013 amending Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)³.

PLACE OF EMPLOYMENT Brussels, BELGIUM

LEVEL AD13

3. ADMISSION CONDITIONS

3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union (CEOS), which include being a national of a Member State of the European Union.

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

3.2. Specific conditions

3.2.1 Qualifications

By the deadline for submission of applications, *candidates must have*:

A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more.

Or

A level of education which corresponds to completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year.

The minimum of one year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

A university degree in the field of economics, law, social sciences, political sciences or a relevant, directly related discipline, would be an asset.

³https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-maximum-duration-non-permanent-staff-c-2013-9028-en.pdf

3.2.2 Experience

On the closing date for the submission of applications set by this notice, candidates need to show, in addition to the qualifications required above, a professional experience of at least 15 years, gained after obtaining the diploma required for admission to the selection procedure.

Specific experience

The successful candidate will be an outstanding and dynamic professional who should fulfil the following criteria:

- A good understanding of EU policies and working experience in the field of socio-economic development in particular in trade and private sector development; Experience in any of the following fields is an asset: monetary affairs, macro-financial assistance, experience with human capital development (education, employment, social protection and culture).
- Very good understanding of the policies falling within the remit of DG NEAR.

Communication and negotiation

- Accomplished interpersonal, decision-making and negotiating skills at high level and a very good capacity to communicate effectively and efficiently with all stakeholders inside and outside the Commission and to build trusted relationships with them;
- Ability to develop and communicate to all audiences a clear and relevant message and a positive image of the European institutions in general and the Commission in particular.

Personal qualities

- Ability to act efficiently and with courtesy with all contact persons and colleagues, thereby establishing strong working relationships;
- Stress resilient;
- Strong analytical skills and very good ability to synthesise, with a view to solving complex problems based on sound judgement;
- Very good capacity to organise and structure her/his own work.

The following elements will be considered as a strong advantage:

- Experience in operating in a delicate geopolitical environment of political sensitivity, as well as in policy analysis, design and formulation, proven experience in representing the Commission (or Institution) vis-a-vis partner countries or other EU institutions; experience in knowledge management and capacity to build relations with relevant internal stakeholders (DG EAC, DG EMPL, etc.) and external stakeholders (European Training Foundation, World Bank, UN, etc.).

3.3. Languages

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants, candidates must have a thorough knowledge of one of the EU languages and a satisfactory knowledge of another of the EU languages. Knowledge of additional EU languages is an advantage.

The candidate should have excellent oral and written communication skills in order to communicate efficiently and fluently with internal and external stakeholders.

4. CONDUCT OF THE PROCEDURE

There will be three separate, successive stages of the procedure:

4.1. Pre-selection

4.1.1 Pre-selection based on qualifications

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will carry out a pre-selection based on the qualifications and professional experience. To this effect, candidates are required to provide three documents:

- a) a completed application form;
- b) a CV;
- c) and a motivation letter.

In order to enable the pre-selection panel to decide on the admission of the applications, candidates are requested to clearly indicate in these documents:

- a) For the studies: the start and end date, the normal length of the complete cycle and the exact title of the diploma obtained;
- b) For the professional experiences: the start and end of each experience and exact nature of the functions.

If one of the three documents mentioned above are missing or if the documents are not received by the deadline stipulated, the application will be deemed null and void.

As this pre-selection stage is eliminatory, only pre-selected candidates will be invited for the selection stage (see section 4.2 below).

Supporting documents mentioned in section 4.1.2 below are NOT required at this stage. They will be requested at a later stage of the selection procedure (see section 4.1.2).

4.1.2 Supporting documents

Before the interview described in section 4.2 below, the pre-selected candidates must provide the official supporting documents confirming the information stated in their application form,

CV and motivation letter. If these documents are not provided by the deadline stated in the invitation letter to the interview, the application will be declared null and void.

The requested official supporting documents to be sent only by the candidates invited to an interview will be:

- Copy of a document proving citizenship (identity card or passport);
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated in the pre-selection letter and the invitation for the interview, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address:

HR-2021_NEAR_ADVISER@ec.europa.eu

The aim is to enable them to produce a complete and acceptable dossier by the deadline.

The successful candidate will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

4.2. Selection

Candidates who have successfully completed the admission stage will be invited for an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

In order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only⁴.

The list of successful candidates will be valid for a maximum of two years. The validity of the list may be extended.

⁴ The selection panel will ensure that no undue advantage is given to native speakers of these languages.

5. APPLICATIONS

The application form accompanied by a CV and a motivation letter, must be sent to the following address:

HR-2021_NEAR_ADVISER@ec.europa.eu

For functional reasons and to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the CV and motivation letter must be written in English, French or German.

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format. The Commission reserves the right to automatically remove all messages of more than 2 MB.

The data included in the application form will not be changed after the closing date of the submission of applications. The right of rectification cannot be exercised after the closing date for submission of applications.

Candidates should use the same functional mailbox for all correspondence with the selection committee including requests for information. It is the candidate's responsibility to inform the secretary of the selection committee of any change of his/her e-mail address during the selection procedure.

The European Commission applies an equal opportunities policy. The Commission would particularly welcome applications from women.

The closing date for the submission of applications is **30 September 2021 at 12:00 (midday, Brussels time)**.

6. ADDITIONAL INFORMATION

This selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR) and European Personnel Selection Office (EPSO).

Any direct communication between candidates and the Commission services will be exclusively by e-mail. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.