



EUROPEAN COMMISSION

Job Description Form

Job description version 12 (*Active*)
Job description version 470061 in MENA.A.3
Valid from 16/06/2025 until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant - Policy Assistant – Financial Instruments/Blending

Domains

Generic domain

EXTERNAL RELATIONS

Intermediate domain

ECONOMICS

Specific domain

Sensitive job

No

Overall purpose

Provides thematic expertise and input to policy dialogue and programming assistance to geographical units of DG NEAR and EU Delegations on socio-economic matters. Areas of expertise: Trade. Private sector development and engagement (Task Force). Overall coordination of the thematic facilities managed by the Unit.

Legal disclaimer

Please note that as per article 80 of the Conditions of Employment of other Servants of the European Union the work of all Function Groups of Contract Agents should take place under the supervision of an official or a temporary agent.

Functions and duties

+ POLICY ANALYSIS

- *Contribute to sector analysis and other thematic analyses.*
- *Contribute to definition of sector strategies in cooperation with the geographical units and EU Delegations.*
- *Contribute to the policy dialogue with the partner countries, donors and other relevant stakeholders in all area of relevance.*

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

- *Contribute to the programming, identification and formulation of programmes in cooperation with the beneficiary institutions, geographical units and EU delegations.*
- *Support programming of relevant multi-country assistance, taking into account legal, political and strategic priorities and available resources.*
- *Contribute to organisation of network meetings among DG NEAR and EU Delegations' economic desks.*

+ EXTERNAL RELATIONS

- *Ensure good and effective contacts with all relevant stakeholders, including national authorities and institutions, as well as relevant Commission Directorates General.*
- *Give assistance to Commission representatives in relevant donor and other stakeholder meetings (e.g. IOs and IFIs, including OECD, World Bank, IMF, UN etc.) NGOs and other local non-state actors.*
- *Provide information on best practices and lessons learnt on approaches and methodologies regarding employment, youth and social protection, as well as education and TVET.*
- *Facilitate and contribute to steering of seminars, workshops and other stakeholder meetings on specific subjects relevant to the above.*
- *Contribute to the organisation of network meetings among DG NEAR and EU Delegations' desks working on the above issues.*

+ FINANCE, FINANCIAL ENGINEERING and SERVICES

+ INFORMATION and DOCUMENT MANAGEMENT

- *Correctly apply the Commission's document management rules to the documents for which the job holder 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"

+ ECONOMICS

Job-Related experience:at least 3 years

Qualifier:essential

Experience in policy analysis and policy design would be a strong asset. Professional experience with DG NEAR/DG DEVCO/DG EMPL/DG EAC or EU delegations would be a strong asset.

Languages

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

Knowledge

- *ECONOMICS*
- *EMPLOYMENT (EU/national/regional level)*
- *EDUCATION and TRAINING (general)*
 - EDUCATION POLICIES*
 - Education and development*
- *INSTITUTION STRUCTURES and ORGANISATIONAL DEVELOPMENT*
 - EU INSTITUTIONS, incl STRUCTURES and FUNCTIONS*
- *INTERNATIONAL RELATIONS (generic)*
 - PRE-ACCESSION and ENLARGEMENT*
 - Enlargement*
 - EU NEIGHBOURHOOD*
 - INTERNATIONAL COOPERATION and DEVELOPMENT*

Competences

- *Analysing and Problem Solving*
 - Capacity to analyse and structure information*
- *Communicating*
 - Ability to understand and be understood*
 - Capacity to communicate technical or specialised information*
- *Delivering Quality and Results*
 - Ability to work in a proactive and autonomous way*
- *Prioritising and Organising*
 - Capacity to deliver in a structured way*
 - Planning capacity*
- *Working with Others*
 - Ability to work in a team*
 - Knowledge sharing*

Job Environment

Organisational entity

Presentation of the entity:

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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:

Around 6 missions per year outside EU Responsible for strategically important cooperation programmes.

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: