



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Policy Officer – Programme Manager

DG NEAR of the European Commission

Selection reference: NEAR/COM/2023/2975

Domain: External Relations

Where: Unit NEAR.C1 – „Georgia, Moldova, Economic Investment Plan“, Brussels

Staff category and Function Group: Temporary agent 2b/2d – Administrator

Grade: AD 5-7

Publication deadline: 05/01/2024 – 12.00 (Brussels time)

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, as well as coordinating relations with EEA-EFTA countries insofar as Commission policies are concerned. DG NEAR works closely with the European External Action Service and the line DGs in charge of thematic priorities.

The mission of Directorate C is to contribute to the implementation of the Eastern Partnership Policy in line with the Joint Communication on Eastern Partnership Policy beyond 2020, through the design of assistance and the mobilisation of Commission instruments and resources, notably in order to project EU values and policies in this region. It contributes to developing the EU's special relationship with its neighbouring countries in the East and the EU enlargement policy towards Georgia and Moldova, with a view to improving conditions for a sustainable economic, social, and environmental development, promoting democracy, the rule of law, good governance and the respect of human rights. In this context, the Directorate supervises and guides the implementation of financial assistance by the EU Delegations under devolved management and implements multi-country or regional programmes.

The overall objective of Unit C.1. is to contribute to the implementation of the accession for Moldova and EU integration perspectives for Georgia and to the implementation of the Eastern Partnership Economic and Investment Plan for the whole region. This is to be achieved through the implementation of the enlargement policy, supporting the monitoring and implementation of the reforms that are necessary to the EU accession path for both countries. as well as the management of relevant EU financial assistance to these countries in cooperation with the EU Delegations, line DGs and with the EEAS.

WE PROPOSE

NEAR.C1 is seeking to hire a Policy Officer / Programme Manager in Digital Transformation and Local Economic Development (municipal/regional development).



In particular, the chosen candidate will follow the implementation of chapter 10 of the acquis (digital transformation and media) Dec 21, 2023, 12:17 PM for Moldova and Georgia and contribute to the coordination and implementation of EU policies there and other Eastern Partnership countries.

In close coordination with other teams of the Unit and the Directorate, line DGs, horizontal teams including 'chapter desks', EU Delegations and national authorities, the chosen candidate will:

- Support and monitor the enlargement and association processes for Moldova and Georgia, as well as structure the policy dialogue and digital connectivity agenda for the entire Eastern Partnership region in the field of the digital transformation and local economic development.
- Contribute to the implementation of the accession process for Moldova and Georgia, with a focus on the objectives and reforms related to a resilient digital transformation and local economic development. Lead the work related to the integration of Moldova and Georgia into the EU roaming area as well as policy developments related to roaming with the Eastern Partnership region, by ensuring strong coordination with relevant services and DGs (Legal Service, DG CONNECT, DG TRADE).
- Prepare recommendations as part of the Commission's analytical reports and enlargement reports for Moldova and Georgia, in close coordination with the relevant Units in CONNECT, other line DGs, EU Delegations and national authorities.
- Contribute to the programming, implementation, and management of a large portfolio of programmes in the fields of digitalisation and local economic development. Support the implementation of the flagship projects under the Economic Investment Plan for the Eastern Partnership countries and Global Gateway strategy.
- Contribute to briefings, reports and policy recommendations

WE LOOK FOR

We are looking for a dynamic, highly motivated, and well-organised colleague with the capacity to work under tight deadlines and effectively in and across teams.

The ideal candidate would have:

- At least 4 years of relevant work experience in programme management and policy coordination in the fields of digitalisation and local economic development;
- Proven experience of working collaboratively with digitalisation specialists from the public and private sector;
- Experience in the enlargement, in particular as monitoring the progress of the implementation of chapter 10 (digital transformation) of the EU acquis.
- Strong thematic knowledge and experience in supporting EU policies in all areas of the digital transformation. This includes knowledge and experience on regulations and best practices related to telecommunications, digital infrastructure, digital governance, and digital economy.
- Strong thematic knowledge and experience in supporting local economic development in the accession context and in the Eastern Partnership region.



- Experience in working with International Financial Institutions in the context of digitalisation investment projects under the European Fund for Sustainable Development and instrument, and in developing a dense network of contacts in line DGs, EU Delegations, other donors and contractors;
- Excellent written and oral communication skills to summarise technical topics and make policy recommendations;
- Proven experience in organising events, chairing meetings, delivering presentations in both online and physical meetings;
- Strong analytical skills and an eye for details;
- Sense of initiative and sound judgement;
- Ability to cope with stress and deliver on a multi-task basis;
- Strong team spirit, coupled with the ability to work independently

The colleague would contribute to:

- The coordination of policy developments in the above-mentioned fields with colleagues across the Commission, in particular DG CONNECT;
- the policy developments related to the integration of Moldova and Georgia into the EU Digital Single Market, such as in the field of roaming;
- the design and management of EC external assistance projects in the field of the digital transformation and local economic development in the Eastern Partnership region through different implementing modalities,. This includes drafting Action Documents, preparing and managing the implementation of contracts, processing amendments and ensuring reporting using the relevant EC management IT tools.

HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to NEAR-C1@ec.europa.eu indicating the selection reference NEAR/COM/2023/2975 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ **Am I eligible to apply?**

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.