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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 – EUROPEAN INTEGRATION

ECONOMIC AND TRADE DESK

Directorate-General for Neighbourhood and Enlargement

Negotiations of the European Commission

Selection reference: NEAR/COM/2024/709

Domain: External Relations

Where: Unit NEAR.D.4- “Bosnia and Herzegovina, Kosovo”, Brussels

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

Grade: grade range AD 5– 7

Publication deadline: 02.05.2024 - 12.00 (Brussels time)

WE ARE

The mission of DG NEAR is to take forward the EU's neighbourhood and enlargement policies, as well as coordinating relations with European Economic Area (EEA) / European Free Trade Association (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 D is to design and implement the enlargement strategy and policy and to manage bilateral relations with Montenegro, Serbia, Albania, North Macedonia, Bosnia and Herzegovina and Kosovo. This also includes design and implementation of the related pre-accession strategy, including pre-accession aid and accession negotiations where applicable, in the context of the Stabilisation and Association process. The Directorate provides guidance on the reform process to the above-mentioned candidate countries and potential candidates, in view of strengthening the approximation process and potential future integration in the European Union. Directorate D is also in charge of promoting regional cooperation and leads on the implementation of the Growth Plan for the Western Balkans and the Economic and Investment Plan for the Western Balkans, as well as the Economic Reform Programmes in the Western Balkans, under the guidance of the Director General and the support of the relevant thematic units.

Within the Directorate General for Neighbourhood and Enlargement Negotiations, the mission of the unit is to manage the enlargement process and EU's bilateral relations with Bosnia and Herzegovina and Kosovo, in the framework of the Stabilisation and Association process of the European Union.

This includes monitoring the reform process in the countries, managing the implementation of their Stabilisation and Association Agreements, preparing annual Progress Reports, representing the Commission in Council working groups and other bodies, and programming and supervising the implementation of pre-accession financial assistance. The unit works in close cooperation with the EU Delegation in Sarajevo and the EU Office in Pristina.

The unit currently employs some 18 staff. The main working language of the unit is English.



WE PROPOSE

Unit D4 of DG NEAR is seeking to hire a POLICY OFFICER - EUROPEAN INTEGRATION - ECONOMIC AND TRADE DESK.

The position will consist of a dynamic, challenging and friendly work environment focusing on EU's relations with Bosnia and Herzegovina and Kosovo.

The successful candidate will work closely with the other members of the Unit, the EU Delegation in Sarajevo and EU Office in Pristina, other DGs and EU institutions and with the European External Action Service.

In particular:

- S/he will provide assessment of the economic and trade situation in Bosnia and Herzegovina, liaising with relevant DGs.
- S/he will also contribute to relevant briefings, replies to parliamentary questions, correspondence and press requests.
- S/he will contribute to the process of drafting of the Commission's annual report on Bosnia and Herzegovina.
- S/he will prepare coordinated assessment of the Economic Reform Programme for Bosnia and Herzegovina and contribute to preparation of Council recommendations for the country.
- S/he will organise annual Subcommittee meetings, one on Economic and Financial Issues and Statistics and the other on Trade, Industry, Customs and Taxation.
- S/he will provide back-up for the desk officer dealing with the same portfolio for Kosovo and on internal market and other related files in the unit – to be agreed by the Head of Unit.

The job includes participating and supporting the Unit in representing the Commission in relevant internal and external fora, cooperating with other institutions and regular missions to Bosnia and Herzegovina and occasionally to EP sessions in Strasbourg and Kosovo.

There may also be responsibilities for horizontal and inter-institutional issues within the team or a particular policy area for all enlargement countries.

The job calls for a high degree of commitment and flexibility.

WE LOOK FOR

The ideal candidate should have:

- In-depth knowledge of the EU and its institutions.
- Knowledge and understanding of the criteria for EU membership and international relations.
- Excellent knowledge of Bosnia and Herzegovina's trade and socio-economic opportunities and challenges.
- Solid knowledge of the external assistance programmes.
- Excellent knowledge of enlargement policy and EU relations with the Western Balkans, knowledge and experience of the Stabilisation and Association process would be a strong asset.



- At least 10 years of proven experience in the EU External Relations field, working with external partners in a challenging political context would be a strong advantage.
- Proven experience in coordinating result-based financing instrument, and in particular the new Growth Plan for the Western Balkans, would be a strong asset.
- Professional experience demonstrating the capacity for sound political judgement.
- Solid experience in linking policy development with financial assistance management.
- An Economic and trade background.
- The capacity to analyse, synthesise and present information, usually with short deadlines.
- The ability to cooperate with and co-ordinate Commission DGs, the European External Action Service and outside partners.
- Good communications skills, sense of initiative and capacity to work both individually and as a member of a team.
- Excellent English language drafting skills.
- The ability to read/speak the language of the country would be an asset.

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-D4@ec.europa.eu indicating the selection reference NEAR/COM/2024/709 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 and possibly in a second official language.

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.