



## **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](https://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

### DG Neighbourhood and Enlargement Negotiations of the European Commission

**Selection reference:** NEAR/COM/2024/2500

**Domain\*:** External Relations

**Where:** Unit C.1-„Georgia, Moldova, Economic and Investment Plan“, Brussels

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

**Grade:** AD 5-8

**Publication deadline:** 10.01.2025 - 12.00 (Brussels time)

#### WE ARE

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DG NEAR takes forward the EU's enlargement and neighbourhood policies and manages the bulk of the Union's financial and technical assistance to the enlargement and neighbourhood region. The DG works hand in hand with the EU Delegations and collaborates closely with the European External Action Service (EEAS) and the line DGs in charge of sectoral policies and thematic priorities.

Directorate C- Neighbourhood East and Institution Building - contributes to the implementation of the EU's Eastern Neighbourhood Policy and to the enlargement policy notably by fostering relations with Moldova and Georgia. The Directorate supervises and guides the relevant EU Delegations and implements multi-country, regional and bilateral programmes and manages the institution-building instruments, TAIEX and Twinning.

Unit C1 is responsible for the EU relations with Georgia and Moldova and the implementation of the Economic and Investment Plan (EIP) for the Eastern Partnership (EaP). Following the EU's decision to open accession negotiations with Moldova and grant candidate status to Georgia, the Unit leads the next steps in these processes. The Unit's key tasks include preparing country reports for the enlargement packages in collaboration with line DGs and the European Union Delegation to the Council of Europe (EUDEL) and supporting both countries in aligning with EU acquis. Through EIP the Unit fosters regional investment in economic, connectivity and green transition areas. The Unit works closely with DG NEAR units, line DGs, EEAS, Delegations, International Financial Institutions, and international organisations to promote economic development, green, and connectivity agendas in the region.

This post is published in a context of a change upcoming in the organisation chart of the DG.



## WE PROPOSE

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We are seeking a skilled Policy Officer to join our team at a pivotal moment in the EU's relations with Moldova and Georgia and rolling out core investments of the EIP. The colleague will support the teams of the unit in developing strategic policies and actions with focus on policy messaging, reform progress, and linking policy priorities with funding. The colleague will support teams in ensuring coherence of actions with EaP priorities and higher-level objectives of the Directorate and the DG.

We are seeking a highly motivated Policy Officer, who will support:

**Reform Monitoring and Implementation** of reforms in Moldova and Georgia, focusing on fundamentals notably rule of law, fundamental rights and deoligarchisation activities.

**Policy Messaging and Communication:** assist developing targeted and convincing communication strategies to support the EU's enlargement path for Moldova and Georgia and the EIP core investments. While doing so ensure coherence with EaP, enlargement and other core policies.

**Document Development and Quality Control:** support teams to draft, review, and finalise policy communications, notes, briefings, lines to take, and other documents.

**Cross-Team Work:** collaborate closely with colleagues from EUDEL, EEAS, and other DGs to support policy development efforts.

**Investment Priority Development:** Contribute to the development of investment priorities based on policy developments of the countries and in line with the objectives of the Growth Plan as well as support to Global Gateway and other strategic initiatives.

The job holder will coordinate these tasks across the teams, units and in cooperation with colleagues from the EUDEL, EEAS and other DGs.

The DG values and promotes cross-sectoral work. The jobholder may therefore be called to contribute to various tasks and projects in line with the needs of the unit, the directorate or the DG, as guided by the DG's political priorities.

## WE LOOK FOR

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A highly motivated and well-organised colleague, with extensive knowledge of the political situation in the region and:

- Proven knowledge and expertise of the EaP and its actions and of political situation in the region with focus on Moldova and Georgia as well as South Caucasus.
- Familiarity with the EU's enlargement process and the specific context of Moldova and Georgia in particular in relation to the fundamentals.



- Experience in political analysis preferably through working as a country desk officer. Experience in rule of law issues, human rights and anticorruption and other fundamentals would be an asset.
- Demonstrated operational and technical capacity to support designing adequate policy actions and translating the policy reality into investment priorities.
- Proven communication skills with excellent drafting and editing skills and briefing coordination including drafting lines to take, other communication output and materials in line with EU political guidance and policy.
- Track record and capacity to support and work effectively with different teams and colleagues.
- Strong background in programming and financial management of EU funding programmes including on investments, focusing on the Eastern Neighbourhood countries. Knowledge relating to connectivity issues will be a strong asset.
- Strong knowledge about the financial instruments and proven ability to use different assistance modalities.
- Solid multitasking, resilience and organisational ability skills with proactive, positive and flexible attitude to deal with challenges and work in conflict sensitive manner.

If you are a motivated and experienced policy professional looking to make a meaningful contribution to the EU's relations with Moldova and Georgia, we encourage you to apply for this exciting opportunity.

## **HOW TO EXPRESS YOUR INTEREST?**

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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](mailto:near-c1@ec.europa.eu) indicating the selection reference NEAR/COM/2024/2500 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 EU<sup>1</sup>
- 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.

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<sup>1</sup> 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 applicants<sup>2</sup>.

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.**

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



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.

The duration of the **1<sup>st</sup> 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.