



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Active*)  
Job description version453651 in *NEAR.D.2.DEL.Serbia.91*  
Valid from01/07/2024until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Policy Officer

**Domains**

**Generic domain**

PRE-ACCESSION and ENLARGEMENT

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

Under the supervision of an official, to ensure an effective and efficient support related to the implementation, monitoring and reporting on the EU Growth Plan for the Western Balkans (Serbia).

Ensure support to related reforms foreseen under the Reform Agenda under the Reform and Growth Facility, and to monitor and report on these areas in Serbia's EU membership preparation.

## **Functions and duties**

### **+ POLICY ANALYSIS**

- Carry out the following duties under the supervision of an official:
- Contribute to sector analysis and provide inputs for the implementation and monitoring of the Growth Plan for the Western Balkans in Serbia, in particular in relation to reforms foreseen under the Reform Agenda under the Reform and Growth Facility, and to monitor and report on these areas in Serbia's EU membership preparation as well as for technical and operational aspects. Serbia's Reform Agenda covers four areas: business environment and private sector development, green and digital transition, human capital and fundamentals.
- Act as chapter desk for relevant acquis chapters and closely follow policy developments and alignment with the EU acquis
- Contribute to sector analysis and provide inputs to strategic documents and reports in the EU accession process (e.g. Annual Country Report, Stabilisation and Association Agreement subcommittees)
- Contribute to the programming, identification and appraisal of Growth Plan related actions, and to programming of activities under the Instrument for Pre-accession Assistance (IPA) in close cooperation with the beneficiary institution(s) in Serbia, if and when such programmes are decided in the programming process

### **+ POLICY COORDINATION**

- Coordination of work under the Reform Agenda with the Commission and with Serbian authorities, including on assessment of reform implementation in close coordination with other sections in the Delegation and preparation of disbursements
- Contribute to the coordination of all related EU integration reports
- Support policy dialogue with all relevant ministries, agencies, donors, IFIs and other stakeholders in the relevant policy areas

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- When needed, initiate and process, in cooperation with the Financial, Contract and Audit Section, all Aspects related to the assessment of the implementation of the Reform Agenda, including related too disbursement requests.
- Encode contracts and give "operational visa" (GESTOPE) on documents where required.
- Monitor ongoing projects, attend management and monitoring meetings, carry out field visits, elaborate progress reports on projects and propose action if and when needed.
- Provide "Certified correct" for payments

### **+ EXTERNAL RELATIONS**

- Contribute to production and dissemination of the results of projects at workshops, seminars, conferences and other public events contributing to the achievement of the Delegation's objectives for the visibility of Growth Plan related activities in Serbia.
- Contribute to dissemination of best practices and facilitate exchange of experiences
- Writing briefings and speeches, and contribute to the production of publications
- Maintain contacts and ensure coordination with multilateral and bilateral donors IFIs, and other stakeholders active in Serbia
- Maintain good and effective contacts with national authorities, diplomatic missions of EU Member States, civil society organisations and other local stakeholders

### **+ INTERNAL COMMUNICATION (general)**

- Within the framework of the Staff Regulation, carry out tasks linked to the job description as instructed by his/her superior(s)

## Job requirements

### Experience"

#### + ECONOMICS, LAW, INNOVATION and COMPETITIVENESS, RESEARCH, DEVELOPMENT and INNOVATION, INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 3 years

Qualifier:essential

Formal education which corresponds to completed university studies of at least three years' duration attested by a diploma preferably in one of the following domains: IT, Digital, Civil Engineering, Economics, International relations, Legal studies, Political sciences as relevant for the position.

#### + TRADE, EU's INTERNAL/SINGLE MARKET, REGIONAL POLICY (EU/national level), SMEs and ENTREPRENEURSHIP, INVESTMENTS, PRIVATE SECTOR

Job-Related experience:at least 3 years

Qualifier:an advantage

Professional experience (at least 3 years) in one or more of the following areas: international, national or regional economic development policies and programmes, trade facilitation and investment promotion/eliminating obstacles for trade and investments, regional economic cooperation, research and innovation, human capital developments, green and digital transition. Expertise/knowledge in the digital transition is an important asset

### Languages

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

### Knowledge

- *ECONOMICS*
- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*
- *POLICY*

### Competences

## Job Environment

### Organisational entity

Presentation of the entity:

### 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:

**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:*