

Type of publication

Vacancy open to candidates from other institutions Yes

Vacancy open to candidates from EPSO reserve list Yes

Entity presentation (We are)

The mission of Directorate A is to ensure that the policy-related activities of DG NEAR are formulated and implemented in a coherent and evidence-based manner; to ensure appropriate communication of policy-related information to internal and external stakeholders; and to organise and co-ordinate inter-service and inter-institutional relations. The mission of Directorate A also includes developing and maintaining the legal framework and strategy for financial assistance, and to foster consistent, efficient and effective use of pre-accession and European neighbourhood funds. Directorate A is AOSD for commitments and payments. The Directorate A is responsible for three centres of thematic expertise: Rule of law/fundamental rights and Democracy; Economic governance, competitiveness, private sector development, social inclusion, trade and trade related matters; Public administration reform, Good governance and PFM.

Job presentation (We propose)

- A dynamic, challenging working environment in a new unit (from 16 September) having a central role in the DG in steering the EU enlargement policy towards the Western Balkans;
- A varied job, as Policy Officer, carried out in cooperation with a wide range of partners inside/outside the EU;
- A full set of learning and training opportunities targeted to the needs of the job.

The selected official will:

- Exercise the role of Commission Delegate to the Council Working Group on the Western Balkans (COWEB).
- Ensure that NEAR positions are taken into account in the work of COWEB and provide timely reporting to NEAR hierarchy.
- Co-ordinate enlargement policy within DG NEAR, including political issues, provision of advice, and support to annual Enlargement Package of reports.
- Contribute to the enlargement strategy paper and the related Council conclusions on enlargement.
- Further develop and implement the revised Enlargement methodology, including support to the accession negotiations.
- Represent DG NEAR in relevant inter-service group meetings, including the ISG enlargement; nurture relations with coordinators /contact points for enlargement related issues in the line DGs.
- Prepare briefings and speeches on enlargement for the Commissioner for Neighbourhood Policy and Enlargement Negotiations, the Commission President and other Commissioners, as well as for senior management in the DG.

Job holder profile (We look for)

A motivated, dynamic and resilient colleague, who will act within the unit as a policy officer, and will have:

- Experience in external relations and/or enlargement policy
- Extensive proven drafting and communication / representational skills
- A strong sense of initiative, balanced by the ability to work as a member of a close-knit team, and strong coordination abilities
- Excellent organisational skills and high sense of responsibility
- High-level command of English, written and oral. Knowledge of French would be an asset
- Candidates should possess at least 3 years of job-related experience, ideally part of it in the European Commission.

Previous working experience with DG NEAR, DG TRADE, DG INTPA, ECHO, EEAS and/or EU Delegations is also considered as an asset.

Recruitment policy

Who else other than officials with a type of post of the person "ADMINISTRATOR" (AD5-AD7) or "PRINCIPAL ADMINISTRATOR" (AD8-AD12) can apply for this job?

Officials whose type of Post of the Person is:

- "Senior administrator in transition" (AD14) or
- "Principal administrator in transition" (AD13)

can also show their interest for this job. If she/he is selected, she/he will be transferred in the interest of the service. This transfer in the interest of the service will not modify the type of post of the person.

In the case of inter-institutional mobility, only officials in the function group AD with grades AD 5 to AD 12 can apply for this job. Applications of officials from the EEAS (AD5 – AD 12 only) who were Commission officials until they became EEAS officials will be considered as internal candidacies.

Applications from officials currently serving in a Delegation who are not included in the current rotation list are not, in principle, eligible and will only be considered in the interest of the service.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency at any point in their careers. However, candidates should note that, in the interests of the service, during their first three years of service newly recruited officials are transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency receiving the transfer request.

At any stage of the procedure the selection process can be terminated and the post filled by a transfer (Art. 7 Staff Regulations).

The candidates who cannot apply via sysper (other institutions, EPSO laureates) should send their CV and motivation letter (including document certifying their status and grade) to HR-AMC-J30-VACANCY-NOTICES@ec.europa.eu before the deadline, indicating in the "subject" field the COM vacancy number and the name of the NEAR unit (HQ).

NEAR is a dynamic DG with a clear mission where enthusiastic colleagues can make positive contributions. In order to attract and retain highly competent staff, we believe in the benefits of a varied career and are committed to support you in your professional development.

DG NEAR promotes equal opportunities for all and follows best practice in its selection and recruitment procedures to ensure a diverse and gender balanced workforce. In case of equal merit, preference will be given to the gender which is underrepresented.

For information related to Data Protection, please see the Specific Privacy Statement.

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Other information

Job available from	01/09/2021	Research budget	No
Assignment location	BRUSSELS	Job sharing possible	No
Grades required	AD5 - AD12	Security clearance required	No

Publication contacts

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How to apply

'Apply for this Job' button - Vacancies in your institution

Officials with access to Sysper have to apply to this published vacancy notice in their own institution using the 'Apply for this job' button. This includes former Commission officials who have been transferred to the European External Action Service and would like to apply to this published vacancy notice in the Commission.

In case of a published vacancy notice in an Executive Agency, any statutory staff already working in an Executive Agency with access to Sysper may apply through Sysper to that specific vacancy notice.

Once Sysper has correctly registered your application, you will receive an automatic e-mail notification. If you do not receive this e-mail notification, this means that your application via Sysper was not successful and you will need to try again. Your application has to be submitted before the expiry of the application deadline. Therefore, we advise you to upload your application in Sysper sufficiently in advance (modifications are possible until the expiry of the deadline).

Applications via e-mail

In case of technical problems with Sysper or for candidates from other institutions, including former GSC officials transferred to the EEAS who are applying for a vacancy notice published in the GSC, applications can be submitted within the deadline via the e-mail address indicated below.

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Any other documents you wish to attach (e.g. references, certificates, etc.) must be merged into one single PDF document (maximum size of 2MB).

HR-AMC-J30-VACANCY-NOTICES@ec.europa.eu

Period of publication

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