

**EUROPEAN COMMISSION**

Job Description Form

Job description version3 *(Active)*

Job description version*257657* in *ENEST.B.3.DEL.Albania.002*

Valid from 02/12/2021until

**Job Holder *Name***

**Job Profile**

***Position***

NOT APPLICABLE

***Job title***

Policy Officer

***Domains***

**Generic domain**

EU NEIGHBOURHOOD

**Intermediate domain**

**Specific domain**

***Sensitive job***

No

***Overall purpose***

Under the supervision of a Commission Official (Head of Operation Section 1 - Good Governance and Rule of Law - of the EU Delegation to Albania), the Seconded National Expert will carry out work as Policy Officer in the following areas: legal analysis, legal drafting, international law, human rights law, reform of justice systems, justice efficiency issues, economic crime/financial investigations. The Seconded National Expert will not work on the same files as in his/her home administration.

Without prejudice to the principle of loyal cooperation between the national/regional and European administrations, the SNE will not work on individual cases with implications for files he/she managed in the two years preceding its entry into the Commission, or directly adjacent cases. In no case he/she shall represent the Commission or undertake commitments, financial or of other nature, on behalf of the Commission, or to negotiate on behalf of the Commission.

***Legal disclaimer***

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](https://myintracomm.ec.europa.eu/staff/EN/talent-management/career/job-descriptions/Pages/legal-disclaimers.aspx)

***Functions and duties***

*+ POLICY ANALYSIS*

* *Under the supervision of the Head of Section support policy dialogue with relevant ministries, agencies, donors and other stakeholders in all areas of concern with special focus on justice, fight against organized crime, anticorruption and juvenile justice*
* *Contribute to sector analysis and programming of activities under the Instrument for Pre­accession Assistance (IPA) in the above areas.*

*+ POLICY MONITORING*

* *Under the supervision of the Head of Section, monitor and follow-up of developments as regards reforms under the key priorities for opening of accession negotiations (with a focus on Justice, anti-corruption and fight against organised crime).*
* *Contribute to the preparation of the Enlargement Package Reports and other reporting or briefings related to the political criteria and Chapters 23 and 24.*
* *Contribute to the submission of regular overview of progress made.*
* *Monitor country commitments, including administrative capacity and enforcement records, and develop support actions to cover gaps.*

*+ EXTERNAL RELATIONS*

* *Manage, monitor and follow up international, bilateral and multi-lateral relations concerning Albania, in particular in the field of Justice and Home Affairs.*

*+ EXTERNAL COMMUNICATION (general)*

* *Under the supervision of the Head of Section, give presentations to Member States, professionals, NGOs, general public etc.*
* *Contribute to the development of training programmes for practitioners in the judicial field.*
* *Inform and advise other interested parties on the content of EU legislation in the area of judicial cooperation.*

**Job requirements**

***Experience****"* + *EXTERNAL COMMUNICATION (general), EXTERNAL RELATIONS, POLICY MONITORING, POLICY ANALYSIS*

Job-Related experience:at least 3 years

Qualifier:essential

Experience of at least 5 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of geographic area in question and relevant regional integration processes.

***Languages***

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

***Knowledge***

***Competences***

* *Analysing and Problem Solving*

*◦ Capacity to analyse and structure information*

* *Communicating*
* *Learning and Development*

*◦ Flexibility (openness towards new demands, etc.)*

*• Working with Others*

*◦ Ability to work in a team*

**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:*