

LA-1 113524

Job Profile

Job title

Policy Officer

Domains

Generic domain

PRE-ACCESSION and ENLARGEMENT

Overall purpose

Under the supervision of the Head of Section, monitor, analyse and report on preparation for accession to the European Union by the country in the relevant fields. Assist the Head of Section to conduct and co-ordinate the pre-accession reporting activities within the Delegation

Legal disclaimer

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

Functions and duties

+ POLICY ANALYSIS - Monitoring and policy analysis

- *Conduct, monitor and analyse the political area of activity of the host country and follow its developments particularly in regard to the political relations with the EU and its Member States*
- *Contribute to analysis of the political party scene*
- *Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern and raise issues*

+ INTERNAL COMMUNICATION (general) - Reporting to Headquarters

- *Study, monitor and report regularly and in timely fashion (including early warnings in case of potential conflicts) to Headquarters on domestic political issues, respond to any specific requests in this regard*
- *Provide answers to any specific question on the political area of activity*
- *When required, draft speeches and speaking notes on the sectors concerned*
- *Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s)."*

+ EXTERNAL RELATIONS - External Relations

- *Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with NGOs and other local non-official actors.*
- *Prepare and assist in missions from Headquarters.*

Job requirements

Experience

Job-Related experience:at least 5 years
Qualifier:essential

Formal education:

University degree

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
Turkish	C2	C2	C2	C2	C2