



EUROPEAN COMMISSION

Job Description Form

Job description version2 (*Approved*)
Job description version434451 in FPI.5
Valid from04/12/2023until

Job Holder

Name

Job Profile

Position

CONTRACT AGENT FGIII

Job title

Policy Assistant

Domains

Generic domain

INTERNATIONAL RELATIONS (generic)

Intermediate domain

EU FOREIGN RELATIONS (excl Security and Defence)

Specific domain

Sensitive job

No

Overall purpose

To provide policy advice and assistance on the main aspects of foreign policy regulatory instruments under the responsibility of FPI - Kimberley Process (KP) on conflict diamonds and trade restrictions concerning goods which could be used for capital punishment, torture or other ill treatment - and related aspects of EU law. Ensure effective planning and implementation & liaison with key stakeholders.

Legal disclaimer

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

Functions and duties

+ POLICY COORDINATION

- *Assist in the implementation and follow-up of initiatives launched in relation to regulatory foreign policy instruments.*
- *Replace colleagues as appropriate.*
- *Participate in the meetings of Kimberley Process working groups based on agreed lines to take, analyse documents received, ensure consultations and seek timely instructions*
- *Report back on working group meetings in a timely way - flag important issues to the attention of colleagues and hierarchy*

+ INTER-INSTITUTIONAL RELATIONS

- *Maintain contacts with Member States, third countries, UN bodies, economic operators and civil society organisations with respect to EU Foreign Policy Regulatory Instruments.*
- *Prepare meetings of the Committee under Regulation N° 2368/2002 implementing the Kimberley Process Certification Scheme.*
- *Prepare meetings of a co-ordination Group & expert group under Regulation N° 1236/2005 concerning trade in certain goods which could be used for capital punishment, torture or other ill treatment.*
- *Prepare, participate and ensure reporting of meetings of Council working parties and European Parliament Committees, and meetings and teleconferences of KPCS working bodies.*

+ MONITORING LEGISLATION

- *Monitor implementation by the Member States of Regulation N° 257/2014 of the European Parliament and the Council amending Regulation N° 2368/2002 implementing the Kimberley Process Certification Scheme (KPCS) for the international trade in rough diamonds.*
- *Monitor implementation by the Member States of Regulation N° 1236/2005 concerning trade in certain goods which could be used for capital punishment, torture or other cruel inhumane or degrading treatment.*

+ INTER-SERVICE COORDINATION and CONSULTATION

- *Prepare and respond to inter-service consultations.*
- *Prepare inter-service meetings.*
- *Replace colleagues as appropriate.*

+ PRODUCING LEGISLATION (generic)

- *Prepare, draft, update, consolidate and / or codify proposals for Union legislation in the area of regulatory foreign policy instruments, as needed, and / or amendments thereof.*
- *Follow such legal instruments through the inter-institutional decision-making process.*
- *Prepare, draft, update reports on the application of the Union legislation in the area of regulatory foreign policy instruments, as needed.*
- *Replace colleagues as appropriate.*
- *Carry out and / or manage studies, external and internal consultations and extended ex-ante impact assessments aimed at the preparation of new Community legislation and / or amendments thereof.*
- *Conceive new activities or extensions of existing activities and perform conceptual reflections.*

+ RELATIONS with MEMBER STATES and CIVIL SOCIETY

- *Maintain good contacts and keep hierarchy informed on positions of Member states and civil society actors active in the field of foreign policy regulatory instruments.*
- *Contribute to planning, organisation and reporting of meetings with Member States (KP Committee, Anti-torture co-ordination group)*

Job requirements

Experience"

+ POLICY IMPLEMENTATION

Job-Related experience:at least 1 year

Qualifier:desirable

+ INTERNATIONAL RELATIONS (generic)

Job-Related experience:at least 1 year

Qualifier:essential

+ LEGAL ANALYSIS, ADVICE and ASSISTANCE

Job-Related experience:at least 1 year

Qualifier:desirable

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1

Knowledge

- **TRADE**
Trade and development matters
External Trade
- **LAW**
LEGAL ANALYSIS, ADVICE and ASSISTANCE
- **INFORMATION and DOCUMENT MANAGEMENT**
DOCUMENT MANAGEMENT
- **INTERNATIONAL RELATIONS (generic)**

Competences

- **Analysing and Problem Solving**
Ability to conceptualise problems, identify and implement solutions
Capacity to analyse and structure information
- **Communicating**
Negotiation skills
- **Delivering Quality and Results**
Ability to work in a proactive and autonomous way
Eye for detail / Accuracy
- **Learning and Development**
Flexibility (openness towards new demands, etc.)
- **Prioritising and Organising**
Capacity to deliver in a structured way
Planning capacity
- **Resilience**
Perseverance
- **Working with Others**
Ability to work in a team
Confidentiality
Diplomatic skills
Knowledge sharing

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:

The job entails missions to countries participating in the Kimberley Process

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: