

## **Vacancy notice FPI No. 254130**

### **Finance and Contracts Officer – Finance Specialist for CFSP actions Mission Support Platform Contract Agent Function Group IV**

#### **We are**

FPI staff around the globe are proud of the work that they are achieving and have a strong sense of purpose and motivation. They take, and value, a high level of personal responsibility. A policy-driven approach, a focus on priorities, solutions and impact, combined with a welcoming and supporting atmosphere, are part of the service's corporate culture. The service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritising effective communication at all levels.

The Service reports directly to the HR/VP. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

Within the Service for Foreign Policy Instruments, FPI.6 works closely with the European External Action Service to implement actions financed under the Common Foreign and Security Policy (CFSP) budget, and for financing and preparing Election Observations Missions (EOM) under the Neighbourhood, Development and International Cooperation Instrument (NDICI).

In particular, the Unit sets up and manages the implementation of CFSP/CSDP civilian crisis management operations worldwide, such as the monitoring mission in Georgia, the rule of law mission in Kosovo, and the advisory mission in Iraq. It also contracts for, and provides support to, EU Special Representatives appointed by the Council.

The Unit manages projects in the field of non-proliferation of weapons of mass destruction and small arms and light weapons.

Furthermore, the Unit finances and prepares EOMs that observe and assess various aspects of electoral processes in partner countries.

#### **We propose**

We propose an attractive and challenging position as a Finance and Contracts Officer - Finance Specialist for CFSP operations Mission Support Platform.

They would be entrusted with the operational management of files related to several EU civilian CSDP Missions. This position offers:

- A dynamic, challenging and rewarding work environment in a friendly and upbeat atmosphere;
- A varied job carried out with a wide range of partners inside and outside of the EU;
- An opportunity to learn and grow in accordance with the needs of the job.

#### **We look for**

We look for an experienced, dynamic, reliable, well-organised finance specialist with a good team spirit and excellent planning and coordination skills. They should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. They should be able to adjust to multiple tasks even under tight deadlines.

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential as well as a good knowledge of EU financial and contractual procedures.

The candidate should have at least 3 years of experience in financial management (e.g. project management, budget, finance, audit or accounting) in the EU Institutions, international organisation, other public administration or equivalent. Previous experience in CSDP Missions would be an asset. An excellent knowledge of English is essential and a good knowledge of French is an asset. Experience with the use of accounting software is an asset.

## **Applications**

Interested candidates should send the application form, their CV & a short motivation letter (max. 1 page) as follows:

To: [FPI-HR-COORDINATION@ec.europa.eu](mailto:FPI-HR-COORDINATION@ec.europa.eu)  
Subject: Application for vacancy FPI No. 254130 – Finance and Contracts Officer

Only FG IV contract agents currently in the EU institutions, candidates from an FG IV EPSO CAST valid reserve list or candidates registered as FG IV in the EU CV online database will be considered for this position.

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Petr JELINEK ([Petr.jelinek@ec.europa.eu](mailto:Petr.jelinek@ec.europa.eu))

**Deadline for application:** 16 November 2023 @ 12:00 noon (Brussels noon)