

**Vacancy notice FPI No. 118404**  
**Project Assistant CFSP**  
Contract Agent Function Group III

**We are**

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The core business of the European Commission's Service for Foreign Policy Instruments (FPI) is to put EU foreign policy into action – fast and flexibly – in a policy-driven approach. The Service deals with the regulatory and financial aspects of EU foreign policy. It acts as first responder to foreign policy needs and opportunities, focusing on conflict prevention and peace as well as on leveraging the EU's influence in the world. It also supports initiatives on global, trans-regional and emerging threats and the Service performs the role of administrator and performs the financial tasks of the European Peace Facility in relation to assistance measures with military and defence implications.

The Service plays a crucial role in translating the European Commission's political priorities into external action, in line with the EU's Global Strategy for Foreign and Security Policy.

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

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. In terms of values, the service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritizing effective communication at all levels.

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Within the Service for Foreign Policy Instruments, FPI.3 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 in a dynamic team as a project and procurement assistant. They will have to support the preparation and monitoring of EU operations and public procurement in the field of Common Foreign and Security Policy (CFSP). The successful candidate will assist in the preparation, monitoring and assessment of actions conducted by CFSP Operations, such as the civilian CSDP Missions, the EUSRs and the Kosovo Specialist Chamber. In practice, this means that they will mainly be in charge of carrying out ex-ante verification and analysis of their public procurement files in the launching and awarding stage, as well as requests for addendum and requests for deviations from the established rules. Moreover, duties will also include providing advice, best practices and support to the CFSP Operations on financial and procurement rules in line with the Financial Regulation and its implementing rules (e.g. the PRAG).

## **We look for**

We look for a skilled, dynamic, reliable, well-organised candidate with 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 very tight deadlines.

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

The candidate should have at least 2 years of experience in project management and procurement, ideally as regards procurement procedures for the European Union external actions. An excellent knowledge of English is essential. A good knowledge of French 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. 118404 – Project Assistant

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

**Contact:** Heike Gerstbrein ([heike.gerstbrein@ec.europa.eu](mailto:heike.gerstbrein@ec.europa.eu))

**Deadline for application:** 16 November 2022 @ 12:00 CET