

Vacancy notice FPI N° 427844
Project Assistant – EU Policies
Contract Agent Function Group III

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.3 manages Rapid Response actions in Europe, Asia and the Americas – both under the Crisis Response and Foreign Policy Needs components – of NDICI-Global Europe. Thematically, the Unit leads FPI's work on public and cultural diplomacy, disinformation as well as mine action, economic issues, and global health.

It is also responsible for cooperation with High-income countries (HICs) and public diplomacy (in HICs as well as in China, India, Brazil, Mexico and Argentina) in its geographic area of responsibility. The Unit works in close cooperation with the EEAS and all relevant European Commission services at headquarters as well as in EU Delegations. It acts as the EU's first responder in situations of urgency, emerging crisis, crisis and post-crisis and in providing support to urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy.

Together with the FPI Regional Teams in Bangkok and Washington and the FPI office in Vienna, the Unit collaborates closely with EU Member State agencies, international organisations, civil society and the private sector to effectively deliver on EU foreign policy commitments through conflict-sensitive and policy-driven action.

Team spirit, a strong sense of initiative and responsibility is a common feature of all unit members.

The size of the unit is 16 staff members. The post is available from 09 January 2024.

We propose

We propose an attractive and challenging position as project assistant for EU policies, assisting in the identification and planning of new actions and managing a portfolio of projects under NDICI-GE, including in particular under NDICI Rapid Response (for Europe and Central Asia), and NDICI FPN TAIEX (globally). The work involves coordination with Commission line DGs and the EEAS on EU policies and their projection abroad. The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on collaboration.

This is an excellent opportunity for a candidate looking to further develop specialised skills.

We look for

We look for a dynamic and well-organised project assistant with an interest in current affairs, excellent communications and networking skills and a willingness to learn within a fast-paced and crisis prone environment. They should be pro-active, flexible and able to organise a high workload independently with a strong sense of responsibility. They should be able to adjust to multiple tasks even under tight deadlines.

A positive and proactive attitude, team-spirit as well as excellent planning and coordination capabilities and a good judgement are also essential, as well as a good knowledge of standard Commission procedures and tools (OPSYS, CRIS, DECIDE, ARES, EXCEL, etc.).

The work importantly involves leading coordination with other units in FPI with regard to the geographic responsibility of the post, as well as with other Commission line DGs, the EEAS, and EU Delegations.

The candidate should have at least two years' experience in project management or related tasks. An excellent knowledge of English is essential and a good knowledge of French is an asset.

Security clearance: If not already acquired, the selected candidate should request it when taking up function.

Applications

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

To: FPI-HR-COORDINATION@ec.europa.eu
Subject: Application for vacancy FPI N° 427844 – Project Assistant EU Policies

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: SCHMID Io Kerstin - Io-Kerstin.SCHMID@ec.europa.eu

Deadline for application: 7 December 2023 @ 12:00 noon (Brussels time)