

Vacancy notice FPI N° 239833
Secretary
Contract Agent Function Group II

We are

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 perform 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 and works in close cooperation with 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.

Within the Service for Foreign Policy Instruments, Unit FPI.4 - Industrialised Countries and Foreign Policy Support - undertakes actions under the Neighbourhood, Development and International Cooperation Instrument- Global Europe (NDIC-GE) to enable the EU to address short and medium-term foreign policy needs and opportunities, by supporting innovative policies/initiatives and by deepening EU relations and dialogues.

The Foreign Policy Needs Rapid Response Pillar acts as first responder to foreign policy needs and opportunities globally, focussing on building alliances and leveraging the EU's influence abroad. Taking EU interests as the guiding principle, this requires fast and flexible implementation modalities in a policy driven approach, to address new and emerging priorities.

Through the NDICI - Global Europe Geographic pillar, FPI.04 enables the EU to pursue its strategic interests and values in its partnerships with High Income Countries (HICs). Actions aim at developing common approaches with key partners to influence international processes and agendas, thereby underpinning multilateralism, fostering the building of partnerships and alliances in a global context, and contributing to a rules-based global order. FPI promotes EU's interests and values through public diplomacy and promoting cultural exchanges, engaging with key decision makers and target groups in High Income Countries and Strategic Partners.

The size of the unit is 17 staff members.

We propose

We propose an attractive and challenging position as administrative assistant to the unit and who will also serve as part of a pool of specialist assistants for the Service as a whole. In addition to assisting with standard Commission procedures and tools (ARES, MIPS, MS Office, Sysper) for the unit, they would provide punctual assistance related to one or more specialised tasks that are common to several FPI units, e.g. but not exclusively, legislative coordination, briefing coordination, HR support, finance and contracts, etc. This is an excellent opportunity for a candidate looking to further develop specialised skills.

We look for

We look for a dynamic, reliable, well-organised assistant with a good team spirit, excellent planning and coordination skills and a willingness to take on more specialised tasks related to one or more of the following: legislative coordination, briefing coordination, HR support, finance and contracts, etc. 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 and proactive attitude, very good writing and communication skills, solid inter-personal skills and a good judgement are also essential, as well as a good knowledge of standard Commission procedures and with a keen willingness to learn.

The candidate should have at least two years' experience in secretarial or related tasks. Knowledge of information and document management would be an advantage. An excellent knowledge of English is essential and a good knowledge of French is an asset.

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

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° 239833 – Secretary

Deadline for application: 12 May 2022 @ 12:00 noon (Brussels time)