

**Vacancy notice FPI No. 432936**  
**Secretary – Administrative assistant**  
Contract Agent Function Group II

**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.

The Unit (FPI.5) ensures policy coordination and the implementation of regulatory foreign policy instruments managed by FPI.

In the context of the Group for External Coordination, FPI.5 coordinates and prepares the Service's input into briefings on foreign policy as well as for the Commissioners' Group on a Stronger Europe in the World. It also represents the Service in the Group for Inter- institutional Relations.

FPI.5 represents the EU in the Kimberly Process (KP), and oversees the functioning, implementation and, when necessary, legal updates, of the EU KP Regulation and the "Anti-Torture" Regulation.

FPI.5 enhances the visibility of FPI actions as part of wider efforts to communicate and showcase the EU's external action in order to promote and enhance the EU's leadership and influence in the world. FPI.5 co-manages the European Union Visitors' Programme (EUVP) together with the European Parliament. The EUVP Team, which is located in FPI's premises, consists of staff from both Institutions and is led by an official from the European Parliament.

The Unit provides legal advice to the Service, manages FPI's anti-fraud strategy and contacts with OLAF, and coordinates access to documents, relations with the European Ombudsman cases and data protection.

The Unit ensures the Service's control framework design, assesses and reports on the effectiveness of the FPI control environment in accordance with the internal control principles and the risks identified taking into account the cost effectiveness of controls, and manages the Annual Audit plan of all FPI managed on and off budget instruments/operations.

FPI.5 is the first point of entry for relations with the European Court of Auditors and the Internal Audit Service.

**We propose**

We propose an attractive position as administrative assistant to the unit with possibilities to develop and learn on the job. The successful candidate will be part of a very friendly, dynamic, and motivated team in unit FPI.5. The successful candidate will in particular support the horizontal work of the unit related to

matters concerning the European Peace Facility (EPF) and together with another assistant in the unit contribute to ensuring the work of the unit benefits from timely and professional administrative support at all times.

The work is very interesting, diverse and multifaceted reflecting the unit's areas of responsibility varying from coordination to communication, from regulatory instruments to legal affairs and audits and control. The job will offer a unique overview on how the Service is putting foreign policy into action.

The selected candidate will play a key role in ensuring smooth functioning of the unit, contributing also to organisation of social activities and to information sharing and successful integration of newcomers.

More particularly, the selected candidate will support the unit in respect to:

- Document management and dealing with correspondence;
- Administrative tasks related to personnel management;
- Support to mission planning and budgeting;
- Logistical support in organisation of meetings, etc;
- Support to briefings coordination, deadline monitoring and timely delivery of outputs;
- Back-up of other administrative assistants.

Furthermore, the successful candidate will also serve as part of a team of specialist assistants for the Service as a whole. In addition to assisting with standard Commission procedures and tools (ARES, MIPS, M365, Sysper) for the unit, the successful candidate may 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 in order to further develop in his or her career.

## **We look for**

We look for a dynamic, reliable, well-organised assistant with an excellent team spirit, solid planning skills and a willingness to learn and develop by possibly taking on specialised tasks related to one or more of the following: legislative coordination, briefing coordination, HR support, finance and contracts, etc. The candidate should be pro-active, result-oriented, flexible and able to organise the work independently with a strong sense of responsibility.

The candidate should enjoy working in a dynamic working environment and 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 tools and, ideally, experience in a more specialised domain relevant to the needs of the Service or a keen willingness to learn.

The candidate should have at least two years' experience in administrative/secretarial 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 the function.

**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

Subject: Application for vacancy FPI No. 432936 - Administrative Assistant - Secretary to the Unit

Only FG II contract agents currently in the EU institutions, 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.

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**Deadline for application:** 1 December 2023 @ 12:00 noon (Brussels time)