

Vacancy notice FPI No. 395885
Programme Officer/Procurement Specialist
Contract Agent Function Group IV

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 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.

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 as a Programme Officer/Procurement Specialist in the field of CFSP/CSDP civilian crisis management operations. They would be entrusted with the operational management of procurement and contract management files related to one or more EU civilian CSDP Missions, and act as a key facilitator by providing first-hand expertise and speeding up planning processes. They would also contribute to making sure that the overall working framework for Missions in the area of contract management is fit for purpose and in line with requirements of the Financial Regulation and the PRAG.

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 colleague with very good experience and skills in EU public procurement procedures and rules, a good team spirit and excellent analytical, planning and coordination skills. They should be pro-active, flexible and able to organise their work independently with a strong sense of responsibility. Being able to adjust to multiple tasks under at times very tight deadlines would be essential.

A positive attitude, excellent writing and communication and inter-personal skills and a good judgement are also essential.

The candidate should have at least 3 years' experience in programme or project management and public procurement in the EU institutions, international organisations, other public administrations or equivalent. Very good knowledge of the financial and budgetary rules applicable to the EU external action would be an asset. Thematic knowledge of the portfolio (crisis management, peace, international security) and experience with using Enterprise Resource Planning system (ERP) would be a strong asset. Excellent knowledge of English and a good knowledge of French is essential.

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. 395885 – Programme 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.

Contact: Heike GERSTBREIN, heike.gerstbrein@ec.europa.eu

Deadline for application: 3 June 2022 @ 12:00 noon (Brussels noon)