

**Vacancy notice FPI No. 259993**  
Programme Assistant - Assistant Programme Manager CFSP  
Contract Agent Function Group III

**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 will perform 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. The Service works in close cooperation with the other Commission services, as well as with the 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.3 CFSP Operations and Election Observation, is responsible for setting up, guiding and supervising CFSP/CSDP civilian crisis management operations worldwide, such as the Capacity Building Missions in the Sahel or the Advisory Missions in Iraq and the Central African Republic. It is also instrumental in facilitating the running of the EU Special Representatives' work, in particular as regards budgetary aspects.

Managing projects in the field of non-proliferation of weapons of mass destruction and small arms and light weapons is another key task of the Unit; so is the management of the EU's Election Observation Missions (EOMs). The Unit plays a key role in both the Foreign Relations Counsellors Working Group (RELEX Counsellors) and in the Committee for the Civilian aspects of Crisis Management (CIVCOM), as it represents the Commission in both fora.

The Unit is composed of 30 very motivated staff, including programme managers, procurement experts, and policy officers who jointly manage an annual budget of close to € 400 million.

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

**We propose**

We propose an attractive and challenging position as a Programme Assistant in the field of CFSP/CSDP civilian crisis management operations. He/she would be entrusted with the operational management of files related to one or more EU civilian CSDP Missions, EU Special Representatives and/or to projects in the area of non-proliferation and disarmament.

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 excellent analytical, communication and drafting skills, a good team spirit and an excellent planning and coordination capacity. She/he should be pro-active, flexible and able to organise work independently. A strong sense of responsibility and the ability to multi-task under tight deadlines would be clear assets.

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

The candidate should have at least 2 years' experience in programme management in the EU Institutions or equivalent, international organisations or other public administrations. Good knowledge of the financial and budgetary rules applicable to the EU external action would be an asset. An 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](mailto:FPI-HR-COORDINATION@ec.europa.eu)

Subject: Application for vacancy FPI No. 259993 – Programme 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.

**Deadline for application:** 15 September 2021, 12:00