

Vacancy notice FPI No. 434451
Policy Assistant – Regulatory Foreign Policy Instruments
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.

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 and challenging position as a policy officer in a small team dealing with EU foreign policy regulatory instruments, in the area of anti-torture and the Kimberley Process, which

regulates the international trade in rough diamonds. The work provides opportunities to foster close cooperation with international organisations, various stakeholders, partners and national authorities in the EU Member States as well as coordination with Commission line DGs and the EEAS. The successful candidate will be part of a dynamic, friendly and motivated team in unit FPI.5 with a strong emphasis on collaboration. The work is diverse and multifaceted entailing: analyses, policy formulation, representation, international negotiations, monitoring of legislation, coordination, relations with Member States' authorities as well as legislative procedures.

We look for

We look for a dynamic, reliable colleague with a good team spirit and commitment and excellent planning and organisation skills. She/he should have good judgement and analytical skills. She/he should be proactive, flexible and able to organise the work with a strong sense of responsibility. She/he should be able to work in a proactive and autonomous way, prioritising, organising and adjusting to multiple tasks even under tight deadlines. She/he should have excellent drafting skills (including legislative texts) and the capacity to deliver in a structured way. She/he should also have the ability to work with many different actors on sensitive matters and to tackle complex files with legal implications. A positive and pro-active attitude, diplomatic skills, excellent writing and communication skills, strong inter-personal skills are also essential as well as a very good knowledge of EU legislative procedures and inter-institutional relations. The candidate should have at least 1 year experience in international affairs and/or dealing with EU regulatory instruments. An excellent knowledge of English is essential and a good knowledge of French is an asset. Knowledge of the Commission's internal decision-making procedures, drafting of legal texts and conduct of international negotiations is a strong asset. Expertise in human rights and international trade would also be much appreciated. The candidate should have a demonstrated capacity for sound political judgement.

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

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. 434451 – Policy 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.

Contact: Marika LAUTSO-MOUSNIER, marika.lautso-mousnier@ec.europa.eu

Deadline for applications: 24 November 2023 @ 12:00 noon (Brussels time)