

Vacancy notice FPI Nr 428268
Finance and Contracts Assistant - Initiation and Verification
Team Finance and Contracts
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. 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.

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 EU Delegation in Dakar represents the European Union in Senegal, working in close coordination with the Embassies of the EU Member States.

The FPI Regional team in Dakar contributes to enhance the EU's crisis response and peace, stability and conflict prevention work in Western and Central Africa, through actions financed from the EU's NDICI Global Europe. The Regional team closely collaborates with Delegations in Western and Central Africa, relevant external actors and with FPI and other services in Brussels to conceptualise, elaborate and implement activities to be funded through the Partnership Instrument and the Instrument contributing to Stability and Peace.

The Regional Team in Dakar is composed of 12 very motivated staff members. Team spirit, a strong sense of initiative and responsibility is a common feature of all section members. The FCA Cell is currently made up of 2 local agents and the Head of the Cell.

We propose

We propose an attractive and challenging position as a Finance and Contracts Assistant - Initiation and Verification.

We look for

We are looking for a motivated and experienced colleague, dynamic, reliable, well-organised person with a good team spirit. The candidate 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 attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential as well as a good knowledge of EU financial and contractual procedures.

The candidate should have good experience in financial and contractual management. A good knowledge of English and French is essential.

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

Applications

Interested candidates should send their CV & a short motivation letter (max. 1 page) as follows:

To: DELEGATION-SENEGAL-FPI-VACANCIES@eeas.europa.eu with copy to Marie.Belina-Podgaetsky@eeas.europa.eu

Subject: Application for vacancy FPI N°428268 – Finance and Contracts Officer

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: Marie.Belina-Podgaetsky@eeas.europa.eu

Deadline for application: 15 November 2023