

Vacancy notice FPI No. 324870
Information and Communication Assistant
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 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

- An attractive and interesting position as member of the FPI Communication team, 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 and to play a key role in FPI, contributing to put EU Foreign Policy in action;

- A dynamic, friendly and rewarding work environment with a comprehensive overview of all the activities of the Service.

The new colleague would contribute to further building up the Service's communication function, with a special focus on external and internal communication as well as coordination on IT modernisation matters and development of FPI websites. This is a job with high visibility and a lot of potential to showcase concrete results and contribute to cooperation with other Commission services and the EEAS.

We look for

A dynamic, proactive and creative colleague with:

- Previous experience (at least 2 years) in a communication function, including engagement on social media and management of external contractors;
- Very good communication, organisational and representational skills;
- Knowledge of the Commission's corporate communication procedures and tools;
- Experience and interest in website development and IT modernisation.

In addition, we are looking for a candidate with the following qualities:

- Very good inter-personal skills and capacity to interact with colleagues at all levels;
- Sense of initiative and well-developed political judgement combined with a strong interest and knowledge of EU's external relations;
- Appreciation of FPI's mandate and eagerness to help communicate what FPI achieves;
- Strong sense of responsibility and mindfulness of deadlines and procedures;
- Capacity to ensure high quality, speed and accuracy in performing a diversity of tasks in a complex, multicultural environment;
- Good understanding of the functioning of the Commission and the EEAS;
- An interest in belonging to a diverse, dynamic and hard-working team and contributing to a pleasant working atmosphere;
- Excellent drafting and communication skills in English are essential, good French would be an asset;
- Good IT skills and interest to adopt new technologies.

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. 324870– Information and Communication 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 application: 15 September 2023 @ 12:00 noon (Brussels time)