

Vacancy notice FPI 5 post n° 370335
Control assistant – Assistant Audit and Control
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 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 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.

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 to 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 (GRI).

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.

The selected candidate will be working on EPF as part of the audit team of unit FPI.5.

We propose

We propose an attractive and interesting position as Audit and control assistant focused on the European Peace Facility (EPF). The work involves coordination with Units in charge of EPF within FPI, the EEAS, the Internal Audit Service, other relevant Commission DGs, and the EPF College of Auditors. The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on collaboration and delivery of high quality contributions.

We look for

We look for an experienced, dynamic, reliable, well-organised person with a good team spirit and planning skills. The person should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility and accuracy.

A positive attitude, good writing and analytical skills, excellent inter-personal skills and good judgement are also essential as well as a knowledge of EU financial and contractual procedures and rules.

The candidate should have at least 3 years' experience in auditing functions and/or financial and contract management, (including legal aspects), and/or financial verification functions, anti-fraud, internal control and/or financial and contract management.

An excellent knowledge of English is essential as well as a good knowledge of French.

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

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. 370335 – Control assistant – Assistant Audit and Control

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: 29 November 2022 @ 12:00 noon (Brussels time)