

Vacancy notice N° 294519
Finance and Contracts Officer – Beirut, Lebanon
Contract Agent Function Group IV

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 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 High Representative/Vice President. The Service works in close cooperation with the other Commission services, as well as with the European External Action Service (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.6 is in charge of three main areas whose overall purposes are:

- **Financial management:** to ensure sound financial management of operations under the responsibility of FPI, giving assurance to the Authoring Officer that transactions are legal, regular and comply with the contractual and financial rules in force.
- **Budget and Accounts:** to lead, oversee and report on the annual budgetary procedure in relation to all FPI-managed instruments/operations and to ensure reliability of accounts.
- **Planning Reporting, Evaluation:** to lead the Strategic Planning and Programming cycle, report on results and performance, evaluate outcomes, manage ABAC/CRIS and OPSYS systems access rights and provide support.

The Unit also acts as focal point for relations with other institutions, internal briefing coordination and administration of FPI staff missions.

The unit is composed of highly motivated staff members; 31 in Headquarters and 24 staff in Delegations in third countries. Team spirit, a strong sense of initiative and responsibility is a common feature of all unit members.

We propose

We propose a post as Finance and Contracts Officer in the Contracts and Finance cell of the FPI Regional Team based in Beirut.

The Contracts and Finance cell is embedded in the Regional Team and works hand in hand with the Operations Section of the EU Delegation to Lebanon.

The jobholder will be part of the FPI Regional Team hosted in Beirut, dealing with the countries of the Middle East, the Gulf and Turkey.

The Regional Team contributes towards enhancing the EU's crisis response and conflict prevention work in the Middle East, notably through actions financed from the EU's Instrument contributing to Stability and Peace (IcSP), as well as the Neighbourhood, Development and International Cooperation Instrument (NDICI) – Global Europe in the MENA region.

The team is composed of 10 very motivated staff members, including 1 AD, 1 AST, 5 CA and 3 LA. Team spirit, a strong sense of initiative and responsibility are a common feature of all team members.

We look for

We look for a motivated colleague with experience in financial and contractual management of projects.

The job requires a strong sense of responsibility. S/he should be able to work independently, take her/his own initiative and be an excellent team player.

- At least 3 years of experience in financial and contractual initiation/verification.
- Excellent English verbal & written communication skills and good command of French. Knowledge of Arabic would be an asset.
- Relevant experience in accounting/analysis of invoices.
Knowledge and experience in EU procedures for External Actions together with previous work experience in an EU Delegation or European Commission HQ would be a strong asset.
- Relevant experience with EU-funded projects would also be considered a strong asset.
- Good command of Office automation tools (Excel, Outlook, document creation and management, ITC systems, etc.)

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-Lebanon-Recruitment@eeas.europa.eu
Subject: Application for vacancy FPI N° 294519 – Finance and Contracts Officer

Only FG IV contract agents currently in the EU institutions, candidates from an FG IV EPSO CAST valid reserve list or candidates registered as FG IV in the EU CV online database will be considered for this position.

Deadline for application: 15 Nov 2021