

Vacancy notice FPI – Job Nr. 403910
Job title: Finance and Contracts Assistant – Initiator and Verifier

Contract Agent FG III

FPI Regional Team, Finance and Contracts Cell
Delegation to Kenya

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

The FPI Regional team in Nairobi contributes to enhance the EU's crisis response and peace, stability and conflict prevention work in Eastern and Southern Africa, through actions financed from the EU's NDICI Global Europe. The regional team closely collaborates with around 25 EU Delegations in the region.

The FPI Regional Team in Nairobi is composed of 12 very motivated staff members. Team spirit, a strong sense of initiative and responsibility is a common feature of all unit members. The Finance and Contracts 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 – Initiator and Verifier.

The selected candidate will act as Financial Initiation Agent on Foreign Policy Instruments financial and contractual transactions related to projects implemented in the Delegation of assignment, ensuring their compliance with the applicable rules, regulations, procedures and the principle of sound financial management. The selected candidate will prepare and participate in calls for proposals and calls for tenders; contribute to financial reporting, and provide legal and financial advice. The selected candidate will work in close coordination with the Foreign Policy Instruments Regional Team, assisting the Head of the Finance and Contracts Cell with other financial and budgetary tasks and act as Financial verifier upon request.

We look for

We are looking for an experienced, dynamic, reliable, well-organised person with a good team spirit and excellent planning and coordination skills. The candidate should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. The candidate 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 at least 2 years' experience in finance, contract and procurement. Experience in audit or financial/project management in EU Institutions or equivalent in private sector, international organisation or other public administration is an advantage, as well as previous experience in an EU Delegation. An excellent knowledge of English is essential and a good knowledge of French is an asset.

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

The candidate is invited to consider carefully the living conditions and security situation in Kenya. Before taking her/his duties, the selected candidate will have to undertake the Security trainings BASE and SAFE. It will afterwards be recommended that the candidate participates in the Hostile Environment Awareness Training (HEAT).

Applications

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

To: delegation-kenya-recruitment@eeas.europa.eu

Cc: Veronique.HUYBERECHTS@eeas.europa.eu

Subject: Application for vacancy FPI – Job no 403910 – job title: Finance and Contracts Assistant – Initiation and Verification

Please indicate your **CAST Application ID** in your application and mention the **job-ID** in subject line.

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 EPSO database will be considered for this position.

Contact: Veronique.HUYBERECHTS@eeas.europa.eu

Deadline for application: 31/10/2024 12:00 noon (Brussels time)

No applications will be accepted after the publication deadline.