

Vacancy notice FPI N° 404445
Programme Officer
Delegation of the European Union to UN, IAEA and OSCE - Vienna
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 FPI team in Vienna is a small team of four staff reporting directly to FPI Headquarters and to the Head of Delegation in Vienna. The team is part of FPI's regional team for Europe and Central Asia, which is hosted in FPI HQ in Brussels, the EU Delegation to the International Organisations in Vienna, and the EU Delegation to Ukraine.

Within the Service for Foreign Policy Instruments, Unit FPI.4 - Industrialised Countries and Foreign Policy Support - undertakes actions under the Neighbourhood, Development and International Cooperation Instrument- Global Europe (NDIC-GE) to enable the EU to address short and medium-term foreign policy needs and opportunities, by supporting innovative policies/initiatives and by deepening EU relations and dialogues.

Specifically, the Foreign Policy Needs Rapid Response Pillar acts as first responder to foreign policy needs and opportunities globally, focusing on building alliances and leveraging the EU's influence abroad.

Furthermore through the NDICI - Global Europe Geographic pillar, FPI.4 enables the EU to pursue its strategic interests and values in its partnerships with High Income Countries (HICs).

We propose

We propose the post of **Programme Officer in the Delegation in Vienna**. The successful candidate will primarily be responsible for the identification and management of a portfolio of projects covering one or several of the thematic and geographic areas covered by the Unit (FPI. 4). He/she might also be asked to assume certain responsibilities with regard to Crisis Response managed by FPI. 2.

This position offers:

- a multi-cultural, dynamic and motivating working environment
- a job carried out in cooperation with a wide range of partners inside/outside the EU
- a full set of learning and training opportunities targeted to the needs of the job

We look for

We look for a pro-active, reliable and well-organised colleague with project management experience, sound political judgement, and excellent networking capacities.

Strong analytical, planning and coordination skills as well as knowledge of EU procurement procedures and rules will also be required. The successful candidate needs to be able to work autonomously and be able to effectively prioritise his/her work in a context of often tight deadlines and competing priorities.

A positive and proactive attitude, excellent writing and communication skills, solid inter-personal skills and a good judgement are also essential, as well as a good knowledge of standard Commission procedures and tools and, ideally, experience in foreign policy or a more specialised domain relevant to the needs of the Service or a keen willingness to learn.

The work involves coordination with other units in FPI, with Commission line DGs and with the EEAS on EU policies relevant for FPI.4.

Essential selection criteria:

- At least 5 years of relevant experience in the areas of external cooperation and/or project management;
- Excellent English verbal & written communication skills;
- Good knowledge of French;
- Effective use and willingness to learn various IT and office automation tools.

Knowledge of financial and budgetary rules applicable to EU external action would be an asset.

Applications

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

To: FPI-HR-COORDINATION@ec.europa.eu
Subject: Application for vacancy FPI N° 404445– Programme 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.

Contact person: Stefan SCHLEUNING - Stefan.SCHLEUNING@ec.europa.eu (applications should ONLY be sent to the functional mailbox)

Deadline for application: 30 September 2022 @ 12:00 noon (Brussels time).