

**Vacancy notice FPI No. 259148**  
**Programme Officer – Programme Organiser in the Secretariat of the European Union Visitors**  
**Programme (EUVP)**  
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. The Service performs the role of administrator for 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 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, the Internal Audit Service and the EPF College of Auditors.

### **We propose**

We propose an attractive position as a contract agent responsible for programme organisation and planning for the European Union Visitors Programme (EUVP). In the context of preparation and hosting of in-person visits, the work involves coordination with Commission line DGs, the EEAS and other Institutions.

The successful candidate will be part of a dynamic, friendly and motivated team from different professional backgrounds. More specifically, the successful candidate will work in the EUVP team composed of staff from the European Parliament and the European Commission, lead by an official from the European Parliament.

### **We look for**

We look for a dynamic, reliable and well-organised colleague with a good team spirit and excellent planning and co-ordination skills. She/he should be pro-active, solution-oriented, flexible and able to organise the work independently with a strong sense of responsibility, diplomacy and understanding of different cultural backgrounds.

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and good judgement are essential. The future colleague should have good knowledge of both internal and external EU policies and inter-institutional relations.

The candidate should have at least 1 year of relevant professional experience. Excellent knowledge of English is essential and good knowledge of French is desirable. Thematic knowledge and experience in the field of EU foreign policy would be a strong asset.

### **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. 259148 – Programme Officer  
-Programme Organiser in the Secretariat of the European Union Visitors Programme (EUVP)

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:** Head of unit FPI.5: Marika LAUTSO-MOUSNIER,

marika.lautso-mousnier@ec.europa.eu

**Deadline for application:** 9 December 2022 @ 12:00 noon (Brussels time)