

Vacancy notice FPI No. 174471
Secretary - administration

Contract Agent Function Group II

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 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.

Within the Service for Foreign Policy Instruments, FPI.3 works closely with the European External Action Service to implement actions financed under the Common Foreign and Security Policy (CFSP) budget, and for financing and preparing Election Observations Missions (EOM) under the Neighbourhood, Development and International Cooperation Instrument (NDICI).

In particular, the Unit sets up and manages the implementation of CFSP/CSDP civilian crisis management operations worldwide, such as the monitoring mission in Georgia, the rule of law mission in Kosovo, and the advisory mission in Iraq. It also contracts for, and provides support to, EU Special Representatives appointed by the Council.

The Unit manages projects in the field of non-proliferation of weapons of mass destruction and small arms and light weapons.

Furthermore, the Unit finances and prepares EOMs that observe and assess various aspects of electoral processes in partner countries.

We propose

We propose an attractive position as a secretary in a dynamic and friendly team. The successful candidate will be entrusted with important administrative coordination and support tasks related to CFSP programme management and election observation missions.

This position offers:

- A dynamic, challenging and rewarding work environment in a friendly and upbeat atmosphere;
- A varied job, inter alia carried out with the EEAS and a wide range of partners inside and outside of the EU;
- An opportunity to learn and grow in accordance with the needs of the job.

We look for

We look for a dynamic, reliable, well-organised assistant with good team spirit and excellent planning and coordination skills. They should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility. They should be able to adjust to multiple tasks even under sometimes tight deadlines.

A positive attitude, very good 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 (ARES, Word, MIPS, Outlook, Teams, Excel, Decide and Sysper).

The work involves coordination with Commission line DGs and the EEAS on EU policies relevant for FPI.3.

The candidate should have at least two years' experience in secretarial or related tasks. An excellent knowledge of English is essential and a good knowledge of French is an 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. 174471 – Secretary - administration

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

Contact: Heike GERSTBREIN (heike.gerstbrein@ec.europa.eu)

Deadline for application: 25/02/2022 12h00 CET