

Vacancy notice FPI no. 407636
Finance and Contracts Assistant - Initiation
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 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 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.

Since the establishment of the off-budget European Peace Facility in March 2021, the Service performs the role of administrator for assistance measures with military and defence implications. In this respect, the Unit (FPI.8) carries out finance and contract operations for the assistance measures funded under the European Peace Facility. FPI.8 ensures sound financial management of EPF operations under the overall responsibility of FPI. It also oversees and reports on the annual budgetary procedure in relation to FPI-managed off-budget EPF operations in order to ensure the reliability of accounts, including ABAC access rights. Furthermore, it ensures the conduct and oversight of all EPF procurement procedures with particular attention to risk assessment and risk management.

In close cooperation with FPI.5, the Unit manages the audit-related and the specific EPF actions in line with FPI's Anti-Fraud Strategy in relation to all off EU budget transactions.

We propose

We propose a function of Finance and Contracts Assistant - Initiation in a highly motivated team offering a dynamic, challenging and rewarding work environment and a varied job carried out with a

wide range of partners inside and outside of the EU. The jobholder will participate in the management of calls for tender, calls for proposals, and contract negotiations under the supervision of the Team Leader for Finance and Contracts. The jobholder will act as Financial Initiator on FPI financial and contractual transactions related to projects managed by the FPI/EPF in Headquarters. The jobholder can also be requested to act as Financial Verifying Agent, as needed, in the interest of the service.

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. They should be able to work independently, take their own initiative and be an excellent team player. The candidate should have:

- At least 3 years of experience in financial and contract management.
- Previous experience on the financial initiation function within European Commission would be an asset.
- Excellent English verbal & written communication skills.
- Good command of Office automation tools (Excel, Outlook, document creation and management, ITC systems, etc.)

The candidate/job holder must either be a holder of a valid security clearance up to the level of "SECRET UE/EU SECRET" or be willing to undergo the national security vetting procedure (in order to be allowed to perform her/his job).

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. 407636 – Finance and Contracts Assistant -
Initiation

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.

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Deadline for application: 18 November 2022 @ 12:00 noon (Brussels time)