

Vacancy notice FPI No. 293272
Policy Officer
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. The Service performs the role of administrator for assistance measures for European Peace Facility.

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.

FPI.5 is the first point of entry for relations with the European Court of Auditors and the Internal Audit Service.

We propose

We propose an attractive and challenging position as a policy officer in a small team dealing with EU foreign policy regulatory instruments, in the area of anti-torture and the Kimberley Process, which regulates the international trade in rough diamonds. The work provides opportunities to foster close cooperation with international organisations, various stakeholders, partners and national authorities in the EU Member States as well as coordination with Commission line DGs and the EEAS. The successful candidate will be part of a dynamic, friendly and motivated team in unit FPI.5 with a strong emphasis on collaboration. The work is diverse and multifaceted entailing: analyses, policy formulation, representation, monitoring of legislation, coordination, as well as legislative procedures.

We look for

We look for a dynamic, reliable colleague with a good team spirit and commitment and excellent planning and organisation skills. She/he should have good judgement and analytical skills. She/he should be pro-active, flexible and able to organise the work with a strong sense of responsibility. She/he should be able to work in a proactive and autonomous way, prioritising, organising and adjusting to multiple tasks even under tight deadlines. She/he should have excellent drafting skills and the capacity to deliver in a structured way. She/he should also have the ability to work with many different actors on sensitive matters and to tackle complex files with legal implications.

A positive and pro-active attitude, diplomatic skills, excellent writing and communication skills, strong inter-personal skills are also essential as well as a very good knowledge of EU legislative procedures and inter-institutional relations.

The candidate should have at least 2 years' experience in international affairs and/or dealing with EU regulatory instruments. An excellent knowledge of English is essential and a good knowledge of French is an asset. Knowledge of the Commission's internal decision-making procedures, drafting of legal texts and conduct of international negotiations is a strong asset. Expertise in human rights and international trade would also be much appreciated. The candidate should have a demonstrated capacity for sound political judgement

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

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. 293272 – Policy 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.

Deadline for application: 23/08/2021, 12:00