



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



International relations officer – Rapid response manager

Service for Foreign Policy Instruments (FPI) of the European Commission

Selection reference: FPI/COM/2024/741

Domain*: External Relations

Where: FPI.3 – Rapid Response Europe, Asia and Americas, Brussels

Staff category and Function Group: Temporary agent 2b – Administrator

Grade: AD 5–12

Publication deadline: 05.04.2024 - 12.00 (Brussels time)

WE ARE

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. The service promotes professionalism and teamwork, encourages commitment and promotes respect. It also seeks to embed trust and fairness while prioritising effective communication at all levels.

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. Within the Service for Foreign Policy Instruments (FPI), Unit FPI.3 manages rapid response actions in Europe, Asia and the Americas – both under the Crisis Response and Foreign Policy Needs components – of Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI – Global Europe). Thematically, the Unit leads FPI's work on Public and Cultural Diplomacy, Disinformation as well as mine action and economic issues and global health.

It is also responsible for cooperation with High-income countries (HICs) and Public Diplomacy (in HICs as well as in China, India, Brazil, Mexico and Argentina) in its geographic area of responsibility. The Unit works in close cooperation with the European External Action Service (EEAS) and all relevant European Commission services in headquarters as well as in EU Delegations. It acts as the EU's first responder in situation of emerging crisis, crisis and post-crisis; it addresses urgent foreign policy needs and opportunities in areas such as effective multilateralism, disinformation and foreign information manipulation, global health and public and cultural diplomacy.



Through its Headquarters board teams and its Regional Teams in Bangkok and Washington and the FPI office in Vienna, the Unit collaborates closely with EU Member State agencies, international organisations, civil society and the private sector to effectively deliver on EU foreign policy commitments through conflict-sensitive and policy-driven action.

Team spirit, a strong sense of initiative and responsibility is a common feature of all unit members. The size of the unit is 16 staff members not including the Regional teams.

WE PROPOSE

We propose an attractive and challenging position as 'International Relations officer – Rapid Response manager' to plan and manage actions under Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI – Global Europe) in close cooperation with FPI's Programme Managers in Regional Teams. Such actions will be set notably in the Arctic and in Canada – both under the geographic pillar (HICs) and the rapid response pillar.

The work involves coordination with Commission line DGs and the EEAS on EU policies and their projection abroad. Ensuring communication and visibility of FPI actions is an integral part of the job expectations. The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on collaboration.

WE LOOK FOR

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

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential. Knowledge of EU financial and contractual procedures would be an advantage.

The candidate should have at least 3 years' experience in programme preparation and project management in external relations. Experience in policy coordination and development would be an asset, as well as experience in the field. An excellent knowledge of English is essential and a good knowledge of French is an asset. Knowledge of the geopolitical context in the Arctic and Canada and thematic knowledge of the portfolio (including climate change, security, trade and economic cooperation, public and cultural diplomacy, youth, multilateralism/G7) is a strong asset.

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



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to FPI-HR-COORDINATION@ec.europa.eu indicating the selection reference **FPI/COM/2024/741** in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.