



## **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](https://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](#).



## **Programme Officer - Procurement Specialist for CFSP operations - Mission Support Platform Service for Foreign Policy Instruments (FPI) of the European Commission**

**Job title: Programme Officer**

**Domain: Finance**

**Where:** Unit FPI.6 – “Common Foreign & Security Policy Operations & Election Observation” Brussels

**Function Group:** FG IV

**Contract Type:** Contract agent 3b

**Express your interest until:** 06.09.2024 - 12.00 (Brussels time)

### **WE ARE**

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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 HR/VP<sup>1</sup>. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

Within the Service for Foreign Policy Instruments, FPI.6 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<sup>2</sup> 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.

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<sup>1</sup> The HR/VP is the European Union's chief diplomat and coordinator of foreign and security policy, also serving as a Vice-President of the European Commission.

<sup>2</sup> The CFSP (Common Foreign and Security Policy) and CSDP (Common Security and Defence Policy) are the EU's frameworks for coordinating member states' foreign, security, and defence actions to promote peace and security internationally.



## **WE PROPOSE**

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We propose **2** attractive and challenging positions as Programme Officer/Procurement Specialists in the field of CFSP/CSDP civilian crisis management operations. They would join a highly performing team of experienced procurement specialists, who are in close and daily contact with civilian CSDP Missions in Africa, the Middle East and Eastern Europe. They would be entrusted with the operational management of procurement and contract management files related to one or more EU civilian CSDP Missions, and act as a key facilitator by providing first-hand expertise and speeding up planning processes. They would also contribute to making sure that the overall working framework for Missions in the area of contract management is fit for purpose and in line with the requirements of the Financial Regulation and the Practical Guide to contract procedures for EU external actions (PRAG).

This position offers:

- A dynamic, challenging and rewarding work environment in a friendly and upbeat atmosphere
- A varied job carried out with 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**

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We look for an experienced, dynamic, reliable, well-organised colleague with very good experience and skills in EU public procurement procedures and rules (including the PRAG<sup>3</sup>), a good team spirit and excellent analytical, planning and coordination skills. They should be pro-active, flexible and able to organise their work independently with a strong sense of responsibility. Being able to adjust at times to multiple tasks under very tight deadlines would be essential.

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential.

The candidate must have at least 3 years' experience in public procurement in the EU institutions, international organisations, other public administrations or equivalent as well as 2 years' experience in programme or project management. Very good knowledge of the financial and budgetary rules applicable to the EU external action would be an asset. Thematic knowledge of the portfolio (crisis management, peace, international security) and experience with using Enterprise Resource Planning system (ERP) would be a strong asset. Excellent knowledge of English and a good knowledge of French is essential.

## **HOW TO EXPRESS YOUR INTEREST?**

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With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

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<sup>3</sup> The PRAG (Practical Guide to contract procedures for EU external actions) specifically provides detailed guidelines for procurement and grant procedures in EU-funded external actions.



1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. 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](mailto:FPI-HR-COORDINATION@ec.europa.eu).  
Indicate in the subject : NAME Firstname EC/2024/FPI/287442

**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 contract 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 position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

#### Qualifications:

- Have a level of education which corresponds to completed university studies of at least three 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.

#### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>4</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>5</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

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<sup>4</sup> 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).

<sup>5</sup> For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



The selecting unit chooses from the EPSO database<sup>6</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. **Due to the large volume of applications that we may receive only candidates selected for the interview 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.

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<sup>6</sup> Therefore, candidates who did not pass already a CAST on the corresponding level Function Group, should register their profile at this [address](#).



## **2. Recruitment**

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

### **➤ Type of contract and working conditions**

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

The successful candidate will be engaged as a **contract agent under Article 3(b) of the [Conditions of Employment of Other Servants](#), in function group FGIV**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract 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.