

Vacancy notice FPI N° 355565  
Programme Officer  
Delegation of the European Union to Canada  
Contract Agent Function Group IV

**We are**

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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 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.

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.

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The Regional Team for the Americas is at the centre of a wider presence of the FPI in the continent. Given the importance of bilateral political relations, the presence of FPI staff in some of the EU's key partner countries (Canada, USA, Brazil, Mexico) remains necessary to ensure that projects can be de-concentrated, partnerships with local stakeholders nurtured, and project management and planning coordinated in line with headquarters' priorities. The regional team closely collaborates with Delegations in the Americas, relevant external actors, and with the Service for Foreign Policy Instruments and other services in Brussels to conceptualise, elaborate and implement activities to be funded through the Neighbourhood, Development and International Cooperation Instrument (NDICI).

This Contract Agent position is based at the Delegation of the European Union to the Canada in Ottawa, where FPI has already one Contract Agent. The new colleague, under the direct responsibility the Head of the FPI Regional Team Americas and the Head of the Political Section of the EU Delegation to Canada, will be responsible for the FPI work in North America and for the multilateral work with UN agencies based in New York, USA. The focus of the work will be

on Foreign Policy Needs (ex-Partnership Instrument), on the one hand, and issues related to peace, security and crisis response, on the other hand.

The Regional Team Americas is composed of approximately 20 very motivated staff members, currently including 1 AD, 1 AST, 12 CA and 7 LA.

Team spirit, a strong sense of initiative and responsibility is a common feature of all team members.

### **We propose**

We propose the post of **Programme Officer in the Delegation in Ottawa** responsible, as part of the FPI Regional team, for bilateral, regional and multi- countries FPI projects in North America and for multilateral work with UN Agencies based in New York, USA.

### **We propose**

- a multi-cultural, dynamic and motivating working environment
- a job carried out in cooperation with a wide range of partners inside/outside the EU
- a full set of learning and training opportunities targeted to the needs of the job

### **We look for**

We look for a motivated colleague with the ability to work in a team and in a multi-cultural environment and to handle issues of a sensitive political nature.

The job requires excellent political, analytical and problem solving skills as well as excellent communication skills. S/he should be able to work independently, take initiative, have a strong sense of responsibility, strong resilience and capacity to work under stress and should be a very good team player.

### **Essential selection criteria:**

- At least 5 years of relevant experience;
- Proven working experience on multilateral affairs and cooperation with UN agencies;
- Proven experience in the field of external cooperation and project management (operations);
- Proven capacity to coordinate with other Commission services, EEAS and other relevant stakeholders in the field of external cooperation;
- Excellent English and French verbal & written communication skills;
- Good command of Spanish would be an advantage
- Knowledge of, and experience in, the region would be an advantage;
- Effective use of Office automation tools, etc.

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. The candidate's attention is drawn to the living conditions in Ottawa.

Interested candidates should send their CVs & a short motivation letter (max. 1 page) to the following mailbox: [FPI-REGIONAL-TEAM-AMERICAS@eeas.europa.eu](mailto:FPI-REGIONAL-TEAM-AMERICAS@eeas.europa.eu)

**Contact person:** Mario MARIANI (applications should ONLY be sent to the functional mailbox)

**Deadline for application:** 14/09/2022 at 12:00 (Brasilia local time)