



## **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](#).



# Project Manager

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

**Job title:** Project Manager

**Domain:** External Relations

**Where:** Unit FPI.7 – “European Peace Facility – Administrator for Assistance Measures” Brussels

**Function Group:** FG IV

**Contract Type:** Contract agent 3b

**Express your interest until:** 22.05.2024 - 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. The Service works in close cooperation with the other Commission services, as well as with the EEAS (European External Action Service), both in headquarters and in delegations.

The Unit FPI.7 is responsible for managing and implementing assistance measures under the, off EU budget, European Peace Facility. The Unit works in close cooperation with the European External Action Service.

The European Peace Facility funds actions with military and defence implications.

Activities of the unit include:

financing of peace support operations led by regional or international organisations or third states (currently partly covered by the African Peace Facility);

capacity building and provision of equipment to regional or international organisations or third states for military and defence purposes;

jointly with the EEAS, ensure the timely coordination and consultation of relevant Commission services in relation to new EPF actions;

annual reporting on EPF actions and results;

providing the secretariat function for the EPF Committee;



anti-fraud: ensuring that all actions implemented under the EPF take due account of the risk of fraud and other irregularities and that risk management is applied to financial and contractual implementation.

## **WE PROPOSE**

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We propose an attractive and challenging position as a project manager specialised in procurement.

The work involves the management of projects in the area of defence as well as the support to procurement management activities in close coordination with the EPF Budget & Finance Unit.

The successful candidate will be part of a dynamic, friendly and motivated team with a strong emphasis on collaboration.

## **WE LOOK FOR**

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

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential. A good knowledge of the EU's financial and contractual procedures is an asset.

The candidate must have at least 2 years' experience in public procurement in international organisations, the EU institutions, other public administrations or equivalent as well as 3 years' experience in programme or project management. Very good knowledge of the financial and budgetary rules applicable to the EU external action is an asset; excellent knowledge of English is essential and good knowledge of French is an asset. Thematic knowledge of the portfolio (security and defence) is a strong asset.

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

## **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:

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). In the subject, please write : EC/2024/FPI/369759 NAME SURNAME

**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>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</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>1</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>2</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>3</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>3</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 IV**. 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.