

Vacancy notice N° 289381
Finance and Contracts Officer/Verification – Bangkok, Thailand
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 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.

The EU Delegation in Bangkok represents the European Union in Thailand, working in close coordination with the Embassies of the EU Member States. The Delegation ensures bilateral relations with Thailand in the political, economic, trade and other co-operation areas. Additionally, it manages EU external cooperation programmes both at bilateral and regional level.

The regional team closely collaborates with 27 Delegations in the Asia/Pacific region, relevant external actors and with FPI and other services in Brussels to conceptualise, elaborate and implement activities to be funded through the Neighbourhood, Development and International Cooperation Instrument (NDICI), under the Multi Annual Financial Framework (MFF) 2021-2027, as well as the Partnership Instrument (PI) and the Instrument contributing to Stability and Peace (IcSP), under the MFF 2014-2020.

Within the RT operates a Finance and Contracts cell (FC cell) consisting of 7 staff (6 in Bangkok and 1 in China). Team spirit, a strong sense of initiative and responsibility are a common feature of all team members. The FC cell work in close contact with all EU delegations in the region and with the Unit FPI.4 in HQ.

The Regional Team for Asia/Pacific is composed of 27 very motivated staff members. Team spirit, a strong sense of initiative and responsibility is a common feature of all team members.

We propose

An attractive and challenging position as Finance and Contracts Officer/Verification in the Finance and Contracts cell of the FPI Regional Team - Asia&Pacific in Bangkok (RT), under the supervision of the Head of the Finance and Contracts cell. The jobholder will act as Financial Verifying Agent on FPI financial and contractual transactions related to projects managed by the RT or by Delegations under the remit of the RT. S/he will also act as **Deputy Head of the Finance and Contracts cell**. The jobholder can also be requested to act as Financial Initiating Agent, as needed, in the interest of the service.

We look for

We look for a motivated colleague with experience in financial and contractual management of projects.

The job requires a strong sense of responsibility. S/he should be able to work independently, take her/his own initiative and be an excellent team player. The candidate should have:

- At least 3 years of experience in financial and contract management.
- Previous experience on the financial verification function would be an asset.
- Knowledge and experience in EU procurement/call for proposals procedures for the External Action, together with previous work experience in an EU Delegation or European Commission HQ, would be a strong asset.
- Relevant experience in accounting/analysis of invoices would be an asset.
- Relevant experience with EU-funded projects would also be considered as an asset.
- Excellent English verbal & written communication skills.
- Good command of Office automation tools (Excel, Outlook, document creation and management, ITC systems, etc.)

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

Applications

Interested candidates should send their CV & a short motivation letter (max. 1 page) as follows:

To: delegation-thailand-jobs@eeas.europa.eu
Subject: Application for vacancy FPI N° 289381 – Finance and Contracts Officer/Verification

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.

Contact: Thierry PIRLET (Thierry.pirlet@eeas.europa.eu)

Deadline for application: **24 May 2024** @12:00 noon