

**Vacancy notice FPI No. 210028**  
**Programme Officer – Ottawa, Canada**  
**Contract Agent Function Group IV**

**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. 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 Service reports directly to the HR/VP. The Service works in close cooperation with the other Commission services, as well as with the EEAS, both in headquarters and in delegations.

The Regional Team (with its hub in Washington) is at the centre of a wider presence of the FPI in the Americas region. Given the importance of bilateral political relations, FPI staff is present in some of the EU's key partner countries (currently Canada, USA, Mexico, Colombia and Brazil) 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) geographic and rapid response pillars.

This Contract Agent position is currently based at the Delegation of the European Union to Canada under the direct responsibility the Head of the FPI Regional Team Americas. The interested candidate should be aware that there is a possibility that, in the interest of the Service, the post is moved to another location after a period of two years.

The Regional Team Americas is composed of approximately 20 very motivated staff members. Team spirit, a strong sense of initiative and responsibility is a common feature of all unit members.

**We propose**

We propose an attractive and challenging position as a Programme Officer, based at the EU Delegation in Canada, in charge of cooperation with Canada and with other countries in the Americas.

## **We look for**

We look for an experienced, dynamic, reliable, well-organised person 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 even under tight deadlines.

A positive attitude, excellent writing and communication skills, excellent inter-personal skills and a good judgement are also essential as well as a good knowledge of EU financial and contractual procedures.

The candidate should have at least 5 years' experience in international relations and external cooperation. An excellent knowledge of English is essential and a good knowledge of Spanish and French are a very strong asset.

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:** [FPI-REGIONAL-TEAM-AMERICAS@eeas.europa.eu](mailto:FPI-REGIONAL-TEAM-AMERICAS@eeas.europa.eu)

**Subject:** Application for vacancy FPI N° 210028 – Programme Officer

Please indicate your CAST Application ID in your application and mention the job-ID in subject line.

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:** Mario MARIANI ([Mario.MARIANI@eeas.europa.eu](mailto:Mario.MARIANI@eeas.europa.eu)), Head of FPI Regional Team in Americas

**Deadline for application:** 22/07/2024 @ 12:00 noon