



EUROPEAN COMMISSION

VACANCY NOTICE FOR A POST OF SECONDED NATIONAL EXPERT

DG – Directorate – Unit	FPI.6
Post number in sysper:	74067
Contact person:	Ms Heike Gerstbrein
Provisional starting date:	16/10/2025
Initial duration:	2 years
Place of secondment:	<input checked="" type="checkbox"/> Brussels <input type="checkbox"/> Luxemburg <input type="checkbox"/> Other: Click or tap here to enter text.
Type of secondment	<input checked="" type="radio"/> With allowances <input type="radio"/> Cost-free
This vacancy notice is open to: <input checked="" type="radio"/> EU Member States as well as <input type="checkbox"/> The following EFTA countries: <input type="checkbox"/> Iceland <input type="checkbox"/> Liechtenstein <input type="checkbox"/> Norway <input type="checkbox"/> Switzerland <input type="checkbox"/> The following third countries: <input type="checkbox"/> The following intergovernmental organisations: ... <input type="radio"/> EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway)	
Deadline for applications	<input checked="" type="radio"/> 2 months <input type="radio"/> 1 month Latest application date: 26-05-2025

Entity Presentation (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

acts as administrator 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 for Foreign Affairs and Security Policy / Vice-President of the European Commission. 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.

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 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.

Job Presentation (We propose)

We propose an attractive and challenging position of programme manager for CFSP/CSDP civilian crisis management operations, in particular as regards the management of non-proliferation and disarmament actions. They would be responsible for the preparation and monitoring of a number of non-proliferation and disarmament actions, including the preparation of budgetary impact statements and Commission Financing Decisions, support on contracting and other financial and administrative issues, and monitoring of the implementation.

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

Jobholder Profile (We look for)

We look for an experienced, dynamic, reliable, well-organised colleague with excellent communication and drafting skills, a good team spirit and an excellent planning and coordination capacity. They should be pro-active, flexible and able to organise their work independently. The ability to multi-task under tight deadlines would be an asset.

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

The candidate should have experience in project management in the EU Institutions or equivalent, international organisations or other public administrations. Experience in the area of non-proliferation of weapons of mass destruction or the prevention of illicit trade in small arms and light weapons would be an asset. An excellent knowledge of English and a very good knowledge of French is essential.

Eligibility criteria

The secondment will be governed by the **Commission Decision C(2008) 6866** of 12/11/2008 laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision).

Under the terms of the SNE Decision, the candidate needs to comply with the following eligibility criteria at **the starting date** of the secondment:

- Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD.
- Seniority: having worked for at least one full year (12 months) with their current employer on a permanent or contract basis.
- Employer: must be a national, regional or local administration or an intergovernmental public organisation (IGO); exceptionally and following a specific derogation, the Commission may accept applications where their employer is a public sector body (e.g., an agency or regulatory institute), university or independent research institute.
- Linguistic skills: thorough knowledge of English and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. If they come from a third country, they must produce evidence of a thorough knowledge of the EU language necessary for the performance of their duties.

Conditions of secondment

During the full duration of their secondment, they must remain employed and remunerated by their employer and covered by their (national) social security system.

They shall exercise their duties within the Commission under the conditions as set out by aforementioned SNE Decision and be subject to the rules on confidentiality, loyalty and absence of conflict of interest as defined therein.

In case the position is published with allowances, these can only be granted when they fulfil the conditions provided for in Article 17 of the SNE decision.

Staff posted in a European Union Delegation are required to have a security clearance (up to SECRET UE/EU SECRET level according to [Commission Decision \(EU, Euratom\) 2015/444 of 13 March 2015](#)). It is up to them to launch the vetting procedure before getting the secondment confirmation.

Submission of applications and selection procedure

If they are interested, the candidates should follow the instructions given by their employer on how to apply.

The European Commission **only accepts applications which have been submitted through the Permanent Representation / Diplomatic Mission to the EU of their country, the EFTA Secretariat or through the channel(s) it has specifically agreed to.** Applications received directly from the candidates or their employer will not be taken into consideration.

The candidate should draft their CV in English, French or German using the **Europass CV format** ([Create your Europass CV | Europass](#)). It must mention their nationality.

The candidates should not add any other documents (such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

Processing of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽¹⁾. This applies in particular to the confidentiality and security of such data. Before applying, the candidates should read the attached privacy statement.

⁽¹⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39)