29/11/2016

ESDC JOB DESCRIPTION

| IDENTIFICATION OF THE JOB     (10) |
|---|

Job title:                          **Project Manager and Financial Assistant**
Entity:                             European Security and Defence College (ESDC)
Function group and grade bracket:   co-financed Seconded National Expert
Overall purpose:                    assist the Head of the ESDC in fulfilling his/her tasks

| FUNCTIONS |
|---|

**Under the authority of the Head of the ESDC, the Project Manager and Financial Assistant will be** responsible for planning, execution and closing of any project relating to training activities which are conducted under Art. 16 (Council Decision), overseeing the administrative and financial activities of the ESDC and reports to the Head of the ESDC, preparing and following up any contracts to be concluded in the name of the ESDC under the responsibility of the Head.  The tasks to be carried out are as follows:

**Project Management**
- Support the development of new projects related to training activities which are conducted under Art. 16 (Council Decision)
- Develop a project plan, manage the project stakeholders and project team
- Manage the project risk, schedule, budget

**Administration and Financing**
- Main point of contact between the ESDC and the administrative services of the EEAS
- Make reservations and follow up availability of conference facilities for use of ESDC training activities
- Assist the Head of the ESDC in planning and executing the annual budget
- Prepare contracts for the purchase of goods or services
- Prepare the administrative instructions concerning the training activities of the ESDC and monitor its correct application
- Prepare and accompany the financial audit of the budget of the ESDC
- Provide financial, administrative and clerical services
- Facilitate the ESDC staffing (incl. security clearance)
- Follow up the contracts of the staff of the ESDC and initiate timely the recruitment and replacement of the staff under the guidance of the Head of the ESDC

**Analysis and Evaluation**
- Evaluate the training activities and policies with regard to financial implications
- Prepare and coordinate the General Annual Report on ESDC  Activities (GAREA)

**Coordination**
- Prepare the regular internal coordination meetings under the guidance of the Head of the ESDC
- Coordinate the administrative work in the ESDC Secretariat, including information management and follow up of supporting IT systems

- Establish contacts to EU, the Point of Contacts of national and international training institutes in particular for co-operations with financial impacts
- Keep contact and closely co-operate with the relevant services in the EEAS and EU agencies
- Support meetings in Brussels, specifically the Steering Committee (SC) and the Executive Academic Board (EAB) in its different configurations

## B REQUIREMENTS

**Education and experience**
- Ten years' work experience out of which five years professional experience in the field of budget and administration;

**Knowledge**
- Project management
- EU/EC budget rules and financial regulations
- Human Resources planning (e.g. staffing)

**Languages**
- Thorough knowledge of one EU language and satisfactory knowledge of another one are required. In practical terms, in order to perform required duties, this means an excellent command of written and spoken English and a good knowledge of written and spoken French.

**Skills**
- Good reporting and editing skills are essential.
- Good computer skills are essential. Holder of the "European Computer Driving Licence" (ECDL) are preferred.
- Working in an international team and under time-pressure.
- Networking and communication skills.

**Security Status**
- national security clearance at "EU SECRET" level. Such clearance needs to be obtained from the competent authorities before secondment to the EEAS. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

## C GENERAL CONDITIONS

**National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens.**

**The EEAS applies an equal opportunities policy.**