

ESDC Vacancy Notice

Seconded National Expert in the European Security and Defence College

Policy Officer Administration

CO-FINANCED

AD level post

Job No 408601

We are:

As set out in Council Decision (CFSP) 2020/1515 of 19 October 2020, the mission of the European Security and Defence College (ESDC) is to provide training and education in the field of the Union's Common Security and Defence Policy (CSDP) in the wider context of the Common Foreign and Security Policy (CFSP) at the European level to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel and to identify and disseminate best practices concerning various CFSP and CSDP issues through its training and education activities.

The ESDC works under the overall responsibility of the High Representative of the Union for Foreign Affairs and Security Policy ('HR'). The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission concerning his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a "co-financed" seconded national expert (SNE) as a policy officer administration. The successful candidate will report to the Head of the European Security and Defence College. You will be a member of the ESDC team, assume cross-cutting responsibilities, and provide support to other colleagues within the ESDC. You will be in charge of organising training and education courses, seminars, conferences and events, as well as liaising with EU Member States, the EEAS, EU institutions, NATO, and other stakeholders. You will execute all matters related to financial and administrative work of the European Security and Defence College.

Functions and Duties:

Under the authority of the Head of the European Security and Defence College, the SNE is expected to perform the following tasks and responsibilities:

- Assist the Head of the College in financial and administrative tasks, with special focus on budget and payment requests.
- Apply the relevant guidelines in administrative and financial matters.
- Prepare and execute contracts for the purchase of goods or services.
- Be in charge of writing, updating, amending and checking the administrative instructions of the ESDC and ensure their correct application.
- Initiate and verify transactions, contracts, payment requests, and ensure the correct applications of the rules.
- Liaise with the finance departments of the ESDC Network Members and associated Network Partners for the application of correct payment procedures.
- Ensure the financial audit of the budget of the ESDC.
- Affix visas relating to payment procedures and co-manage payments on college current accounts.
- Ensure that training managers correctly apply financial and administrative procedures and rules.
- Evaluate the training activities and policies with regard to financial and administrative implications;
- follow up the contracts of the staff of the ESDC and ensure timely recruitment of staff.
- Support the organization of ESDC activities.
- Contribute to the lessons learnt of the ESDC.
- Provide input to ESDC reports (e.g. GAREA).
- Identify, propose and implement new tools in support of the administrative and financial management of the college.
- Contribute to ensuring sustainable practices and policies.
- Contribute to establishing the ESDC as an inclusive and diverse workplace including on sexual orientation, gender identities, disabilities and ethnicity.
- Attend meetings, courses, events, seminars and conferences of the ESDC to ensure proper implementation of financial rules and regulations.
- Contribute to, and organize meetings of, the different bodies of the ESDC including the Executive Academic Board and the Steering Committee meetings.
- Develop, maintain and monitor benchmarks and report results. Leverage analysis to identify trends, insights, and gaps in ESDC administrative organization.
- Identify and present evidence-based best practices in recruitment, retention and promotion of a diverse, engaged workforce.
- Develop and conduct internal, as well as external presentations.
- Organise training courses and seminars
- Perform ad-hoc tasks, upon instruction by the hierarchy.

We are looking for:

- a dynamic, flexible and proactive colleague with a developed sense of service.

Legal basis:

In line with the Council Decision (CFSP) 2020/1515 of 19 October 2020 establishing a European Security and Defence College (ESDC), this vacancy is to be filled under the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from the public administrations of the Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years full-time experience in administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- c) Have a thorough knowledge of one Union language satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;

¹ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

² Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS).
For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

A. Qualifications and experience required

- University diploma;
- Three years' work experience in relevant areas;
- Experience with budgeting procedures and procurement rules;
- Knowledge and understanding of the EU Financial Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union, repealing Regulation (EU, Euratom) No 966/2012 (2012 Financial Regulation);
- Previous work experience in EU Institutions/Agencies/Missions would be an advantage.
- Management of an annual operating budget, including preparation, adjustment and monitoring its execution; including financial commitments and payments;
- Follow-up, adjustment and verification of the execution of the authorised budget;
- Experience in double-entry accounting system would be an advantage;
- Experience in Human Resources Management would be an asset;
- Knowledge of relevant software tools, e.g. ABAC, ADB+, ARES, e-DAS, e-Del-HRM, e-EPC, ESDAP, IMMOGEST, MIPS, SYSPER and SYSLOG (either as a user or having completed relevant training modules), is an advantage.
- Experience in team leadership, coordination and/or network building is a strong asset.
- Experience in agile, inclusive and gender-responsive team working methods in diverse, multinational teams.
- Experience and knowledge of EU policies, values and priorities, including but not limited to CFSP and CSDP.

B. Skills required

- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the college, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills in EXCEL are essential;
- good computer skills word in processing, spreadsheets, presentation software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset;

- National security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. 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. Languages

- thorough knowledge of one EU working language (EN/FR) and satisfactory knowledge of another one are required; in practical terms, to perform the required duties, that means an excellent command of written and spoken English, in particular, good report-writing skills; good knowledge of written and spoken French is desirable;

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion about all facts and information coming to his/her knowledge in the performance of his/her duties;
- a possess dynamic motivated and flexible personality, be able to adapt quickly to new situations and deal with new challenges, including missions in a conflict area.

Application Procedure:

Candidates shall draft their CV and cover letter in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

The Permanent Representations of the Member States should send applications to the EU only by email to the Division RM.BHR.3 "Selection and Recruitment" at the following address: SNE-CSDP@eeas.europa.eu, and not directly to the ESDC. Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The Division RM.BHR.3 will carry out the partial screening on the selection criteria and the eligibility criteria as required by rules. The most suitable applicants will be called for an interview by the ESDC as soon as possible.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, can give their best and can develop their full potential.

- Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure with equal opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation per Art 1d.4 of the Staff Regulations.

Conditions of secondment

Co-financed SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

Co-financed SNEs shall be entitled to:

- daily allowance (**37.65€/per calendar day for the distance 0-150km or 150.58€/calendar day for the distance >150 km**)³ throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 849.67 €/month**)⁴;
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for the SNE (not family members).

Other costs such as removal costs, allowances, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from February 1, 2023

The closing date for the submission of applications is 16 December at 12.00 midday (CET - Brussels' time).

Place of secondment: Brussels, Belgium

³ Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 48 of 01/07/2022

⁴ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 48 of 01/07/2022

Data Protection:

The personal information requested from candidates will be processed in line with Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons about 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing the personal data of the candidates is to manage applications because of possible preselection and recruitment. More information on personal data protection can be found on the EEAS website:

https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection_en

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile-related questions: Holger Osterrieder, Head of the European Security and Defence College, holger.osterrieder@eeas.europa.eu
