



ANNEX 1- Call for Contributions

Organisation:	European Union Special Representative in Afghanistan
Job Location:	Kabul, Afghanistan/Brussels, Belgium ¹
Availability:	1 February 2018
Contract Regime:	Seconded/Contracted
Job Titles/Vacancy Notice:	Finance and Administration Officer – head of the liquidation team / interim head of office
Deadline for applications:	Monday 12 February 2018 at 17:00 CET
Email address to send the Job Application Form/CV:	<p>For seconded candidates:</p> <p>Interested candidates should use the standard application form (Annex 2). Only applications submitted by authorized National Authorities will be considered as seconded. National Authorities nominating candidates are kindly requested to send the respective application forms using the Annex 2 to the following email address:</p> <p>petr.jelinek@ec.europa.eu</p> <p>For contracted candidates:</p> <p>Interested candidates, who wish to apply for vacancies open to contracted candidates, should use the standard application form (Annex 2) and submit the application to the email address below:</p> <p>petr.jelinek@ec.europa.eu</p> <p>General aspects for seconded and contracted candidates:</p> <p>Interested candidates should use the standard application form (Annex 2), in which they can list all positions for which they are interested. It is essential that both the job title and corresponding reference number are clearly marked in the form.</p>

¹ The official place of work will be Kabul, Afghanistan. However, because of the current security situation in Afghanistan, Brussels will be the de facto place of work.

Information:	<p>For more information related to the selection and recruitment, please contact the responsible programme manager in the Service for Foreign Policy Instruments (FPI)</p> <p>Petr Jelinek</p> <p>email: petr.jelinek@ec.europa.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage and travel expenses to and from the Mission area (including home leave).

Contracted Personnel – The EUSR may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the EUSR establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable standard risk insurance policy.

A. Essential Requirements

Citizenship – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the EUSR office liquidation team. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the EUSR Team or respective tasks and activities. The participants shall carry out their duties and act in the interest of the EUSR.

Ability to communicate effectively in English and other languages – The candidates must be fully fluent in written and oral English language.

Knowledge of the EU Institutions – The candidates should have good knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy.

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential. Knowledge of other IT tools will be an asset.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

B. Essential Documents and Requirements for the Selected Candidates

Passport – The selected candidates must obtain a passport from their respective national authorities. Possession of a valid diplomatic or service passport for seconded participants is optional.

Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job description. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the EUSR upon deployment.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for mission duty by a competent authority from the contributing State. This certification must accompany deployed seconded/contracted personnel.

C. Additional Information on the Selection Process

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The EUSR in Afghanistan encourages contributing States and European Institutions to take this into account when offering contributions.

Application Form – Applications will be considered only when using the standard Application Form (Annex 2), and indicating which position(s) the candidate is applying for.

Selection process - The candidates considered to be most suitable will be shortlisted and interviewed by audio/video skype/phone, before the final selection is made.

Information on the Outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

D. Job Descriptions

Finance and Administration Officer – head of the liquidation team / interim head of office Seconded/Contracted Mission Support – Management Level

Duty Station: Kabul, Afghanistan/Brussels, Belgium²

The Finance and Administration Officer – head of the liquidation team / interim head of office will be working on the liquidation of the EUSR Afghanistan office.

The mandate of the last EUSR in Afghanistan expired on 31 August 2017 and was not renewed. However, as the financial closure of the EUSR Afghanistan mandates has not been finalized by 31 August 2017, a liquidation team has been established and has continued to work on the closures on the basis of Article I.2.3 of Financing Agreement CFSP/2017/02/EUSR Afghanistan which stipulates that costs linked to the closure of the mandate may be incurred after 31 August 2017. Due to the security situation in Kabul, the liquidation team currently operates from Brussels.

As of 18 January 2018, the EUSR Afghanistan office needs to finalize the closure of six mandates³.

It is expected that the duration of the tour of duty / employment will be six months. This period might be extended in agreement with the Service for Foreign Policy Instruments (FPI) if necessary.

1. Main tasks and responsibilities

The Finance and Administration Officer – head of the liquidation team / interim head of office will perform the following tasks:

- To manage the EUSR Afghanistan liquidation team (2 staff, including the FAO-HoLT as of 18 January 2018), under the ultimate responsibility of the EUSR Afghanistan;
- To manage the day-to-day administration of the EUSR Afghanistan administrative affairs in close collaboration with the Commission;
- To draft and submit final reports on the implementation of EUSR Afghanistan mandates;
- To verify the integrity of accounts and their accuracy;
- To ensure the procurement of audit services, in accordance with the applicable rules, and provide support to the auditors;
- To verify the legality and the regularity of transactions and to authorize them;
- To manage salaries, per diems and reimbursements;
- To manage effective and cost efficient administrative and financial procedures in the EUSR Afghanistan liquidation team;
- To supervise the activity of the EUSR accountant, of the bookkeeping on a daily basis, bank accounts, credit cards, payments etc. and the registration of all the financial transactions in the Sage Accounting Programme;
- To manage budgetary, financial and HR resource management policies for the EUSR Afghanistan office and to liaise with the European External Action Service and the Commission;
- To supervise the monthly end balances sheet reconciliations;
- To ensure the disposal of assets, in accordance with the applicable rules, if necessary;
- To close the accounts of the EUSR office;
- To perform any other tasks necessary for the liquidation of the EUSR Afghanistan office.

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³ CFSP/2012/17/EUSR Afghanistan – Usackas, CFSP/2013/15/EUSR Afghanistan – Mellbin, CFSP/2014/17/EUSR Afghanistan – Mellbin, CFSP/2015/11/EUSR Afghanistan – Mellbin, CFSP/2015/40/EUSR Afghanistan – Mellbin and CFSP/2017/02/EUSR Afghanistan – Mellbin.

2. Essential Qualifications and Experience

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years of relevant professional experience in the field of finance, after having fulfilled the education requirements.

3. Essential Knowledge, Skills and Abilities

- Knowledge of accounting software.

4. Desirable Qualifications and Experience

- University/Master degree in Economics or Finance or specialised training/course in finance or other related fields.
- CSDP Mission / EUSR Office finance experience.