



Vacancy Notice – Job no. 303115

Vacancy title	Administrative and Financial Assistant
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 August 2021
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	8 April 2021

Background

The [European Security and Defence College](#) (ESDC), in the context of the Common Foreign and Security Policy (CFSP), provides EU-level training and education, in the field of the Union's Common Security and Defence Policy (CSDP). It aims to develop and promote a common understanding of CSDP among civilian and military personnel, and to identify and disseminate, through its training activities, good practices in relation to various CSDP issues. By doing so, the ESDC complements the national efforts in the field of training and education.

Duties

We are looking for a dynamic, flexible and proactive colleague with a developed sense of service who will assist the Head of the ESDC in planning and executing the annual budget:

- Establishing contacts to other EU institutions, national and international training institutes, in particular for co-operations with financial impact
- Managing the functional mailbox of the ESDC Secretariat (Outlook) and managing and archiving electronic correspondence and documents
- Assisting the work programme management to set-up the academic calendar, also integrating the offers of training and allocating tasks to training managers
- Draft the administrative instructions concerning the training activities of the ESDC and monitoring their correct application
- Working with colleagues for the preparation of publications, reports and working papers
- Following up the execution of tasks and financial and academic reporting by dealing with the feedback from/to stakeholders
- Carrying out various clerical tasks in support of the ESDC Director: diary-keeping, preparing minutes of meetings, editing documents, managing agendas and correspondence, organising meetings and missions etc
- Checking the reimbursement requests of the Member States/hosting institute and requesting complementary information and documents regarding their payment requests
- Checking the eligibility of costs in contact with relevant Commission services
- Assisting with follow-up the ESDC course registration on the dedicated platform (ENLIST)

Eligibility criteria

National experts must be nationals of one of the Member States of the European Union and enjoy full rights as citizens. They will be seconded to the ESDC while remaining in the service of their national employer and continuing to be paid their national salary by that employer.

In line with the [Council Decision \(CFSP\) 2020/1515 of 19 October 2020](#) establishing a European Security and Defence College (ESDC), the Decision HR DEC(2014)01 of 4 February 2014 establishing the rules applicable to National Experts seconded to the European External Action Service (2012/C 12/04) shall be applicable mutatis mutandis to national experts seconded to the ESDC by Member States.

Selection criteria:

a. Education and experience

- University diploma
- Five years' work experience out of which three years professional experience in the field of administrative support

- and/or financial domain
- Proven experience as Financial Officer/Assistant and / or in Administrative support
- Alumni of at least one ESDC course would be an advantage.
- Previous work in EU Institutions/Agencies/Missions would be an advantage

b. Professional knowledge

- Sound knowledge of the ESDC, its functioning and its link to the other entities, consortia and EU bodies involved in training relevant to CSDP
- Sound knowledge of MS Office tools and in particular of Microsoft Excel and experience in the production of complex tables, reports and statistics

c. Skills

- Strong drafting, analytical and reporting skills combined with sound judgement
- Good communication skills and the ability to report clearly on complex issues
- Good capacity to perform with accuracy and in a flexible manner on multiple tasks under time constraints
- Experience in working in an international team and under time-pressure
- Strong service attitude and be a flexible team player
- Good networking and communication skills
- Good drafting and editing skills
- Able to work independently and autonomously within the overall guidance of the Head of the ESDC

d. Languages

- Thorough knowledge of English and satisfactory knowledge of French are required

e. Security Status

- EU Security Clearance to the level "SECRET"

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 EEAS.BA.HR.2 "Selection and Recruitment of Staff". Each application will be screened based on the requirements of the job profile stated in the vacancy notice. The most suitable applicants will be called for an interview by the ESDC by 15 May 2021.

Equal Opportunities

The ESDC is committed to an equal opportunities policy for all its staff and applicants. The ESDC is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from 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, is able to give their best and can develop their full potential.

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

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 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) 45/2001 and Decision No. 1247/2002/EC.

The purpose of processing personal data of the candidates is to manage applications in view 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