

EEAS Vacancy Notice

Seconded National Expert in the Integrated Approach for Security and Peace Directorate (ISP.DMD)

European Peace Facility Division (ISP.4)

Budgetary and Financial Affairs Officer

CO-FINANCED

Job No 391867

We are:

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), of 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 with regard to 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.

The Integrated approach for Security and Peace Directorate (ISP.DMD) is responsible for coordinating and managing the EEAS overall contribution to integrated approach as identified by the EU Global Strategy combining security, development and diplomatic actions in support of a common set of agreed objectives. In this framework and in cooperation with geographic and thematic EEAS services as well as other EU institutions ISP.DMD ensures effective coordination of EU response throughout the entire conflict cycle, from early warning and horizon scanning to political-strategic planning for crisis management and stabilisation. ISP.DMD ensures that the EU response is conflict sensitive and is based on a proper analysis with a focus on delivering stabilization and peace.

The European Peace Facility Division (ISP.4), established in 2020 within the Integrated Approach for Security and Peace Directorate (ISP.DMD), ensures the overall management of the European Peace Facility (EPF). The EPF is an EU facility dedicated to the financing of CFSP needs of a military and defence nature.

We propose

The position of Budgetary and Financial Affairs Officer – European Peace Facility - in the ISP.4 division.

We are looking for:

A motivated person for the challenging position of Budgetary and Financial Affairs Officer – European Peace Facility - in ISP.4, within the Directorate for the Integrated Approach for Security and Peace (ISPD). Under the direction of the ISP.4 Head of Division and in close cooperation with ISP.4's senior Budgetary and Financial Affairs Officer, and in cooperation with the financial units of the EPF administrator for operations and of the EPF administrator for assistance measures, the Budgetary and Financial Affairs Officer will contribute to financial planning/programming, monitoring and consolidated reporting of the financial implementation of actions funded under the European Peace Facility (EPF).

The main duties will include:

- Working closely with and, where necessary, supporting ISP.4's senior Budgetary and Financial Officer.
- Contribute to the effective financial planning and programming of EPF actions (operations and assistance measures);

- Contribute to the monitoring of the EPF financial ceiling and to the preparation, if needed, of HR proposals to the Council for changes to its annual distribution;
- Coordinate with the financial units of the EPF administrator for operations and of the EPF administrator for assistance measures the status of the financial implementation of EPF actions;
- Contribute to the preparation of the financial information to be presented by ISP.4 to different bodies, including forecasts and consolidated reports to the EPF Committee and to the Political and Security Council and the Council, among others;
- She/he should also have a strong commitment to continuous service improvement, including by supporting the work in other EPF-related areas when needed.

Legal basis:

- This vacancy is to be filled in accordance with 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:

- Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- Have at least three years' full-time experience of 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
- Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- 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;
- 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 in law, political science, economics, finance, business administration or any other related field, national War college diploma or equivalent;

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>

- At least four years proven, in the financing in the security and defence domain and pertinent professional experience in the field of external relations;
- Knowledge of EU CSDP military missions and operations procedures and processes would be an asset;
- Knowledge of EU institutions and functioning of the Union, CFSP/CSDP and broader EU external action including development assistance would be an asset;
- Experience of working with/within CSDP military missions or operations.

B. Skills required

- Have proven experience with the ATHENA mechanism or with EPF procedures, notably with regard to financial and budgetary issues;
- Have a background in financial planning within the armed forces of a member states;
- Have problem solving and organisational skills;
- Have capacity to be able to work as member of a team as well as with a degree of autonomy;
- Have ability to work flexibly and under time pressure;
- Be service-minded with a sense of initiative;
- Have good interpersonal and communication skills in a complex, multicultural environment;
- Have a good knowledge of a Microsoft Office - type suite, especially regarding the use of spreadsheets;
- National security clearance at the level EU SECRET. 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.

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience in working with or within other EU institutions and
- experience handling EUCI would be considered as assets.

C. Languages

- Thorough knowledge of English and a basic knowledge of French EU working language are required in order to perform the required duties.

D. Personal Qualities

- Maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- Be a dynamic, flexible and highly motivated individual, able to adapt quickly to new situations and deal with new challenges, including missions in conflict areas.

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 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.

Conditions of secondment

- SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.
- Duration of the secondment: Initial period up to two years, renewable up to 4 years.

Co-financed SNEs shall be entitled to:

- daily allowance (**39.34 €/per calendar day for the distance 0-150km or 157.35 €/calendar day for the distance >150 km³**) 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 887.90 €/month⁴**);
- 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 SNE (not family members).

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

Vacancy available from: immediately

Place of secondment: Brussels, Belgium

For further information, please contact:

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

Selection and profile related questions: Rory DOMM, Head of Division, +32 2 584 3326;
rory.dommm@eeas.europa.eu

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) 79 of 19/12/2022

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) 79 of 19/12/2022