

**Seconded National Expert (SNE)  
at the General Secretariat of the Council of the European Union**

**DG ORG, Directorate 4 'Finance':  
Projects and Financing Unit (EPF<sup>1</sup> Operations)**

Ref.: END/07/2023 - 1 post

**Job description**

**A. Main tasks and responsibilities**

As an SNE at Administrator level in the Projects and Financing Unit, the expert will be called upon to:

- Contribute to strategic planning for EPF Operations financial questions, including planning for new military operations;
- Monitor and support implementation of the EPF budget covering operations and provide advice on financial/contract management for military operations;
- Provide advice on procurement-related aspects and contribute to the development of framework contracts and administrative arrangements;
- Provide advice and draw up documents on budgetary and/or financial rules and procedures;
- Contribute to the drafting of documents for the EPF Committee;
- Train EPF operational staff in Brussels or on site;
- Deploy to operational areas in order to launch/support/monitor an operation and its financial activities.

Other tasks may be allocated to the expert according to the needs of the service.

**B. Qualifications and experience required**

Applicants should:

- Have completed university, higher or military school education, as attested by a diploma, or have equivalent professional experience;

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<sup>1</sup> Council Decision (CFSP) 2021/509 (Official Journal L 102, 24.3.2021).

- Have at least five years' work experience in an area comparable to the field referred to in point A above. Experience should preferably have been gained in the financial management of military operations;
- Have a thorough knowledge of one EU language and a satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interest of the service, since drafting and editing skills are required a thorough written command of English is required, and French would be considered an asset.

### **C. Conditions and skills required**

- Experience with military operations, preferably EU military operations;
- Ability to conduct missions in areas where EU military operations are deployed;
- Good (oral and written) communication skills;
- Good analytical skills (problem-solving skills);
- Ability to take on a heavy workload and work effectively as a team member;
- Good working knowledge of standard IT and office tools (Excel, Word);
- Sense of initiative;
- Flexibility/adaptability;
- Discretion;
- Good organisational capabilities.

### **D. Security clearance**

National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate from his/her relevant authorities before his/her secondment to the General Secretariat of the Council. This clearance must be valid for the whole period of the secondment. If not, the General Secretariat reserves the right to refuse the secondment of the national expert.

### **E. General conditions**

Applicants must:

- Be nationals of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws on military service.

The General Secretariat of the Council applies a diversity and inclusion policy.

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