



### Vacancy Notice – Job no. 303113

Vacancy title	Project Manager and Financial Administrator
Contract type	Seconded National Expert (SNE)
Indicative starting date	1 June 2020
Security clearance	SECRET UE/EU SECRET
Location	Brussels (BE)
Closing date for applications	1 <sup>st</sup> April 2020

### 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.

The ESDC is organised as a network bringing together civilian and military institutes, colleges, academies, universities, institutions and other organisations dealing with security and defence policy issues within the European Union.

### Duties

We are looking for a dynamic, flexible and proactive colleague with a developed sense of service who under the authority of the Head of the ESDC, will be overseeing the administrative and financial activities and reporting to the Head of the ESDC. The tasks to be carried out are as follows:

- Assist the Head of the ESDC in planning and executing the annual budget;
- Prepare contracts for the purchase of goods or services;
- Prepare the administrative instructions concerning the training activities of the ESDC and monitor their correct application;
- Prepare and accompany the financial audit of the budget of the ESDC;
- Follow up the contracts of the staff of the ESDC and initiate timely the recruitment and replacement of the staff;
- Main point of contact between the ESDC and the administrative services of the European External Action Service;
- Evaluate the training activities and policies with regard to financial implications;
- Establish contacts to EU, the Point of Contacts of national and international training institutes in particular for co-operations with financial impacts;
- Support meetings in Brussels;
- Taking on additional tasks as required;

## **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 \(CFSP\) 2016/2382 of 21 December 2016](#) establishing a European Security and Defence College (ESDC), the Decision HR DEC(2014)001 of 2 February 2014 which replaced the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 23 March 2011 establishing the rules applicable to National Experts seconded to the European External Action Service (2012/C12/04) shall be applicable mutatis mutandis to national experts seconded to the ESDC by Member States.

## **Selection criteria:**

### **a. Education, experience and professional knowledge**

- University diploma;
- Ten years' work experience out of which five years professional experience in the field of budget and administration;
- Proven 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);
- Experience in double-entry accounting system would be an advantage;
- Experience in Human Resources Management would be an asset;

### **b. Skills**

- Ability to perform multiple tasks, adjust to changing priorities and respect deadlines;
- Be service-minded with a sense of initiative;
- Excellent organisational skills;
- Excellent drafting skills;
- Strong interpersonal and communication skills;
- Results-orientation and strong motivation;
- Have capacity to be able to work as member of a team as well as with a degree of autonomy;
- Good computer skills are essential. Holding of the "European Computer Driving Licence" (ECDL) would be an asset;

### **c. Languages**

- Thorough knowledge of one CSDP language and satisfactory knowledge of another one are required. In practical terms, in order to perform required duties, this means an excellent command of written and spoken English (C2) and advanced knowledge of written and spoken French (C1).

**Application Procedure:**

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

Applications should be sent by the Permanent Representations of the Member States to the EU only by email to the Division EEAS.BA.HR.2 "Selection and Recruitment of Staff" at the following address: SNE-CSDP@eeas.europa.eu, and not directly to the ESDC. The applications will be examined by Division EEAS.BA.HR.2 and the ESDC will organise selection interviews in April 2019. Each application will be screened based on the requirements of the job profile stated in the vacancy notice.

**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](https://eeas.europa.eu/headquarters/headquarters-homepage/3032/-transparency-and-data-protection_en)