

ANNEX

Seconded National Expert for the General Secretariat of the Council of the EU

NOTICE OF VACANCY FOR A SECONDED NATIONAL EXPERT

- Projects and Financing Unit - ATHENA¹ mechanism -

Ref. : END-1-2014

(1 post)

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 ATHENA, including planning for new military operations;
- monitor and support implementation of the ATHENA budget by operations and provide advice to military operations on financial/contract management;
- give advice and draw up documents on budgetary and/or financial rules and procedures
- contribute to the drafting of documents for the Special Committee;
- training of ATHENA operational staff in Brussels or on site;
- contribute with advice to the review of the Council Decision establishing the ATHENA mechanism;
- deploy in operational areas to launch/support/monitor an operation and its financial activities.

Other tasks may be assigned to meet evolving needs.

B. Qualifications and experience

Applicants should:

- have completed a university, higher or military school education, as attested by a diploma, or have equivalent professional experience;
- have at least 5 years working experience in 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, as drafting and editing skills are required, a thorough written command of English is required, and French will be considered an asset.

¹ Council Decision 2011/871/CFSP in Official Journal L 343 of 23.12.2011

C. Conditions and skills required

- good (oral and written) communication skills;
- ability to assume a heavy workload and work effectively as a team member;
- sense of initiative;
- good analytical skills (problem-solving skills);
- good working knowledge of standard IT and office equipment, (EXCEL, WORD);
- flexibility/adaptability;
- discretion;
- good organisational capabilities;
- experience in military operations, preferably EU military operations;
- ability to conduct missions to areas where EU military operations are deployed.

D. Security clearance

- National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate(s) from his/her relevant authorities before his/her secondment at 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 employment of full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service.

The General Secretariat of the Council applies an equal opportunities policy.