

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

**DG ORG, Directorate 4 (Finance)
Projects and Financing Unit (Athena¹ mechanism)**

Ref.: END/4/2019 (6142) - 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 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;
- provide advice on all procurement-related matters 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 Special Committee;
- train Athena operational staff in Brussels or on site;
- deploy in operational areas to launch/support/monitor an operation and its financial activities.

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

¹ Council Decision (CFSP) 2015/528, Official Journal L 84 of 28.03.2015.

B. Qualifications and experience required

Applicants should have:

- A university, higher or military school education, as attested by a diploma, or equivalent professional experience.
- At least five 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. Experience in EU military operations would be considered an asset.
- Thorough knowledge of one EU language and satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interests of the service, since drafting and editing skills are required, a thorough command of written English is required, and French will be considered an asset.

C. Conditions and skills required

- Experience in military operations, preferably EU military operations;
- Experience in procurement procedures would be an additional asset;
- Ability to conduct missions to areas where EU military operations are deployed;
- Good (oral and written) communication skills;
- Good analytical skills (problem-solving skills);
- Ability to assume a heavy workload and work effectively as a team member;
- Good working knowledge of standard IT and office equipment (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(s) from the relevant authorities prior to 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 enjoy 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.
