

Seconded National Expert
at the European External Action Service (EEAS)
of the European Union
Civilian Planning and Conduct Capability (CPCC)
- Finance and Procurement Expert-(CPCC.3 post 249618)

Job description

A. Tasks and Responsibilities:

Under the direct supervision of the Coordinator of the Mission Support Platform, the Finance and Procurement Expert is expected to perform the following tasks:

- Participate within CPCC in the advice and co-ordination of the finance and procurement related issues for the Mission Support Platform (MSP) of civilian CSDP Missions (Missions);
- Assist CPCC concerning the EU Finance and Procurement policies and procedures;
- Contribute to the Mission Support related guidelines/policies produced by CPCC;
- Assist the Missions on the use of the Finance and Procurement modules of the MSP IT platform;
- Train Missions' staff on the Finance and Procurement modules of the MSP IT platform;
- Assist MSP CPCC in the creation of the IT platform;
- Contribute by advice to the draft of Terms of Reference and Technical Specification for centrally run Framework contracts (FWC);
- Advice on budgetary aspects related to Mission Support functions across the Missions.

B. Qualifications and Experience:

- Proven professional experience (minimum 3 years) in the area of finance and procurement;
- Thorough knowledge of MS Office Excel and Word in particular;
- Previous experience as Finance and/or Procurement Officer in a CSDP Mission and/or within the EU institutions would be an asset;
- International experience, particularly in crisis areas with multi-national and international organizations would be an asset.

C. Other Requirements/Skills:

- To be able to work professionally as a member of the Division, in task forces and working groups with mixed composition (other mission-support related tasks as well as with police, judicial, civilian and military staff), in an interesting but challenging environment with unpredictable working hours and a considerable workload;
- Willingness to travel frequently and on short notice into Mission and conflict areas is also essential.
- Demonstrated rigorous approach towards administrative and financial rules;
- Organisational and administrative support skills and experience;
- Demonstrated capability to communicate effectively, both orally and in writing in English and French.

D. General Conditions:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.