

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

**DG A, Directorate 4 "Finance"
Unit Projects and Financing (ATHENA¹ mechanism)**

Ref.: END/6/2016 (5195) - 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;
- Give 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.

B. Qualifications and experience required

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. Experience in EU military operations would be considered as an asset;

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

- 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.

C. Conditions and skills required

- Experience in military operations, preferably EU military operations;
- 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 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.