

## **EEAS Vacancy Notice**

### **Seconded National Expert at the European Security and Defence College**

#### **Finance Administrator**

**CO-FINANCED**

**AD level post**

**Job No 303113**

#### **We are**

As set out in Council Decision (CFSP) 2024/3116 of 9 December 2024, the mission of the European Security and Defence College (ESDC) is to provide training and education in the field of the EU's Common Security and Defence Policy (CSDP) and in the wider context of the Common Foreign and Security Policy (CFSP) at the European level, in order to develop and promote a common understanding of CFSP and CSDP among civilian and military personnel, and to identify and disseminate best practices in relation to various CFSP and CSDP issues through its training and education activities.

The ESDC works under the overall responsibility of the High Representative of the Union for Foreign Affairs and Security Policy (HR). The European External Action Service (EEAS) supports the HR in the exercise of her mandate to conduct and implement an effective and coherent EU CFSP, to represent the EU, and to chair the Foreign Affairs Council.

#### **What we are offering**

The post is for a 'co-financed' Seconded National Expert (SNE) in Finance. The successful candidate will report to the Head of the ESDC. You will be a member of the Administration Team, assume finance-related tasks, and provide support to other staff members within the ESDC.

## **Functions and duties**

Under the authority of the Head of the ESDC (and coordinated by the Team Leader), the Financial Administrator will be responsible for the planning, execution, and closure of projects relating to training activities conducted under Article 16 (Council Decision). The role also involves overseeing the administrative and financial activities of the ESDC and reporting to the Head of the ESDC, as well as preparing and following up on contracts to be concluded in the name of the ESDC under the responsibility of the Head.

The tasks to be carried out are as follows:

- assist with the financial and contractual aspects of the ESDC's budget lines, including executing the payment request process (covering operational initiation and verification (OIA, OVA), financial initiation (FIA), and financial verification (FVA));
- prepare and implement the annual budget planning, execution, and reporting for the ESDC budget and resources;
- assist with the preparation and management of ESDC contracts and tenders, including liaising with the Service for Foreign Policy Instruments and auditors;
- assist with the implementation of IT solutions for financial management;
- assist with the establishment of the ESDC's training budget and budget clusters, and monitor the implementation and use of the budget for training activities;
- contribute to the preparation of the Annual Financial Administrative Instruction;
- monitor the ESDC's expenditure and budget absorption, and prepare the Financial Report;
- ensure administrative and financial coherence for ESDC courses, seminars, and workshops;
- contribute to establishing the ESDC as an inclusive and diverse workplace, including promoting equality in relation to gender, sexual orientation, gender identities, disabilities, and ethnicity.

## **We are looking for**

A dynamic, flexible, and proactive colleague with strong communication and organisational skills, as well as a developed sense of service. You should be able to adapt quickly to new working environments, be a good team player and have proficient computer skills. That, includes a sound knowledge of standard IT applications and administrative procedures.

## **Legal basis**

This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC (2014) 01 of 04 February 2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

## **Eligibility criteria**

Candidates must:

- a) be drawn from the public administrations of Member States, international organisations, or - only in exceptional cases and with prior authorisation - from other sources;
- b) have at least three years' full-time experience of administrative or financial functions functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;
- c) have a thorough knowledge of one official EU language and a satisfactory knowledge of a second language to perform their duties;
- d) hold a security clearance of at least EU SECRET/SECRET UE for the functions they will carry out (as per EEAS Decision ADMIN (2023)18 on security rules for the European External Action Service);

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

<sup>2</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

e) remain in the service of their employer throughout the secondment period and continue to be paid by that employer.

f) remain subject to the social security legislation of the public administration, international organisation, or entity employing them. The employing body will assume responsibility for expenses incurred abroad. In the case of a posting to an EU delegation, the employer will certify that the SNE is covered for:

- medical expenses incurred at the place of secondment; and
- repatriation costs on health grounds for the entire duration of the secondment.

g) ensure that there is no conflict of interest and that they will, at all times:

- safeguard the independence and coherence of EU foreign policy; and
- protect the integrity and confidentiality of EU documentation, information, and procedures.

## **Selection criteria**

### **A. Qualifications and experience required**

- A university degree or equivalent qualification;
- experience of working in multicultural, international teams;
- experience in the sustainable organisation of conferences and seminars;
- experience in agile, inclusive, and gender-responsive teamworking methods in diverse, multinational teams;

### **B. Skills required**

- Strong drafting, communication, and analytical skills, combined with sound judgement;
- ability to remain objective in complex scenarios and to display sensitivity;
- strong organisational skills, including the ability to work under pressure, meet tight deadlines, and manage multiple tasks and unexpected demands;

- ability to work professionally as a member of the ESDC, including in mixed-composition task forces and working groups, within an interesting and challenging environment;
- proficient IT skills, particularly in word processing, spreadsheets, and presentation software, as well as internet/intranet and email systems; knowledge of additional IT tools would be an asset.

### **C. Languages**

A thorough knowledge of one EU working language and a satisfactory knowledge of another are required. In practical terms, this means:

- excellent command of written and spoken English, with particularly strong report-writing skills;
- working knowledge of written and spoken French is desirable.

### **D. Personal qualities**

- Maintain the highest standards of personal integrity, impartiality, and self-discipline. The expert must exercise the greatest discretion regarding all information acquired in the performance of their duties;
- be a dynamic, motivated, and flexible individual;
- adapt quickly to new situations and respond effectively to challenges, including missions in conflict areas.

### **Equal opportunities**

The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and preventing discrimination on any grounds. Applications are particularly welcome from qualified candidates of diverse backgrounds, ensuring the broadest possible geographical representation among the EU Member States. We aim for a service which is truly representative of society, where each staff member feels respected, can perform at their best, and is supported in reaching their full potential.

Candidates with disabilities are encouraged to contact [sne-hq@eeas.europa.eu](mailto:sne-hq@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure equal access to the

selection procedure. Should a candidate with a disability be selected, the EEAS is committed to providing reasonable accommodation in accordance with Article 1d(4) of the Staff Regulations.

### **Co-financed SNEs will be entitled to**

- Daily allowance (45.16 €/per calendar day for the distance 0-150km or 180.65 €/calendar day for the distance >150 km<sup>3</sup>) throughout the period of secondment;
- Monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (between 0 to 1019.33 €/month<sup>4</sup>);
- Reimbursement of travel on taking up duties/at the end of the secondment on a flat-rate basis (if not paid by the employer).

### **The following expenses will be covered by the EEAS**

Costs of professional travel (missions) incurred by the SNE posted to the EEAS HQ;

- accident insurance 24/7 for SNE (not family members);
- Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in a European School type I) and costs related to enrolment in the interinstitutional nurseries or the after-school centre managed by the European Commission's Early Childhood Centre will not be covered by the EEAS. However, if the SNE makes use of these two facilities for their dependent children, the EEAS will recover any invoiced cost (including the institutional and parental contributions) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

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<sup>3</sup> Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2026) 1 of 19/01/2026

<sup>4</sup> Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2026) 1 of 19/01/2026

**Closing date for submission of applications: 2 April 2026 at 13:00 (CET).**

**Vacancy available from: 10 July 2026**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-HQ@eeas.europa.eu](mailto:SNE-HQ@eeas.europa.eu)

**Selection and profile related questions:** [ESDC-VACANCIES@eeas.europa.eu](mailto:ESDC-VACANCIES@eeas.europa.eu)

