

EUSR Afghanistan Vacancy Announcement Finance & Administration Officer

The General Secretariat of the Council of the EU requests Member States and EU Institutions to consider seconding one Finance and Administrative Officer for the team of the EUSR in Afghanistan, according to the described requirements and profiles:

ESSENTIAL REQUIREMENTS:

The roles, responsibilities and tasks of the Secretary in the team include the following:

- **Citizenship** - Citizen of a member state of the European Union (EU) and enjoying full rights as a citizen.
- **Integrity** - The participants must maintain the highest standards of personal integrity, impartiality and self-discipline. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to the mission or respective tasks and activities. The participants shall carry out their duties and act in the interests of the mission.
- **Physical and mental health** - Physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance in the mission.
- **Negotiation Skills** - The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment. The ability to work in a demanding, deadline-driven environment and to establish and maintain effective working relationships with people of different national and cultural backgrounds is crucial.
- **Flexibility and adaptability** - Be able to work in arduous conditions with a limited network of support. Strong interpersonal and communication skills. Good networking abilities.
- **Ability to communicate effectively in English** - The candidates must be fully fluent in written and oral English language. Report writing ability, analysis, drafting and editing skills are especially needed.
- **Computer Skills** - Skills in word processing, spreadsheets and email systems are essential. Knowledge of other IT tools will be an asset.

RECOMMENDED REQUIREMENTS OR EXPERIENCE:

- **Diplomatic Status** - To facilitate free movement, credibility and access.
- **Knowledge of the EU Institutions** - To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the Common Security and Defence Policy (desirable).
- **International Experience** - To have international experience, particularly in crisis areas with multi-national and international organisations.
- **Language skills** - knowledge of Dari or Pashtu will be a distinct advantage.

ESSENTIAL DOCUMENTS AND REQUIREMENTS FOR THE SELECTED CANDIDATES:

- **Passport** - The participants must obtain a diplomatic or service passport from their respective national authorities.
- **Visas** - Contributing countries and mission members must ensure that visas are obtained for entry into the mission area prior to departure from their home country.
- **Security Clearance required** - To have or obtain a national security clearance at "EU SECRET" level or equivalent.
- **Driver Licence** - Be in possession of a valid civilian drivers licence for motor vehicles (Category B or equivalent).

ROLES, RESPONSIBILITIES AND TASKS:

Job Description

- Ensure day-to-day administration of EUSR administrative affairs in close collaboration with the European External Action Service and the Commission, as well as other relevant actors on office related administrative issues (i.e. maintain updated inventory lists, purchase and maintain office equipment, furniture, telephones, computers and IT-connections),
- manage effective and cost efficient administrative and internal financial procedures and control spanning the EUSR team; provide periodic evaluation of trends and suggestions for improvement,
- act as the EUSR Accountant, including mission bookkeeping on a daily basis, bank accounts, credit cards, payments etc. and financial issues at EUSR mission offices, Registration of all the financial activities in the Sage Accounting Program
- manage budgetary and financial resource management policies for all EUSR offices, liaise with the financial authorities of the European External Action Service and the Commission, assure quality standards and timeliness, establish monthly, interim and final financial reports concerning the financial and budgetary situation in all offices,
- Preparation of annual budgets and any modifications that could be requested during the mandate
- Preparing the files for the mandate's external audit and assisting the auditors
- any other tasks to fulfil the mandate of the EUSR as requested by the EUSR

Qualifications and Experience

- Bachelor or equivalent University degree in Economics, Finance or Accounting.
- To have a minimum of 5 years of relevant professional experience. Knowledge of, or work in, EU institutions is a clear asset
- Ability to operate Windows, including MS Office and particularly spreadsheets, and PC based accounting systems
- Excellent analytical, research and problem-solving skills.
- Establish and maintain effective work relations in a multicultural environment
- Excellent interpersonal and communication skills
- Excellent skills in English.