



European Union

Team of the EUSR for Afghanistan

Advertisement for International Seconded / Contracted Staff Members

ANNEX 1

Organisation:	EUSR for Afghanistan
Job Location:	Kabul, Afghanistan
Availability:	Finance and Administrative Officer (1): ASAP until end 28 February 2015 (with possibility of extension)
Contract Regime:	Seconded by the Member State or European Institution / Contracted
Job Titles/Vacancy	Finance and Administrative Officer
Number of posts:	1
Deadline for applications:	17:00 hrs, 5 July 2014
Email address to send the CV:	Office of the European Union Special Representative for Afghanistan E-mail: delegation-afghanistan-eusr-recruitment@eeas.europa.eu
Information:	For more information related to the selection and recruitment, please contact: Ana Maria Miranda-Viveros (until 3 July 2014) EUSR Kabul, Afghanistan Tel: +93 706 299 484 Ana-Maria.Miranda-Viveros@ext.eeas.europa.eu Asif Farhat EUSR Kabul, Afghanistan Tel: +93 799 702 766 E-mail : Asif.FARHAT@ext.eeas.europa.eu

The EU Special Representative 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:

A. Essential Requirements

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.

B. Recommended Requirements or Experience

Professional Experience – To have a degree in Accountancy and at least two years of professional experience.

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 multinational and international organisations.

Local Experience – To have strong familiarity with the political, historical and cultural context of Afghanistan.

C. Essential Documents and Requirements for the Selected Candidates

Visas - Contributing countries and mission members, for seconded staff, must ensure that visas are obtained for entry into the mission area prior to departure from their home country. For contracted staff, visas are facilitated by the EUSR Office.

Security Clearance required - To have a national security clearance at "EU SECRET" level or equivalent. Or to obtain this on arrival in case of successful contracted candidate, in which case a basic security clearance will be requested in advance.

Driving Licence – Be in possession of a valid civilian driving licence for motor vehicles (Category B or equivalent).

D. Desirable

Diplomatic Status - To facilitate free movement, credibility and access.

Diplomatic or Service Passport - From their respective national authorities.

E. Job Description

Job Title	Finance and Administrative Officer
Job Description	<p>Under the guidance of the EUSR, the Finance and Administrative Officer will:</p> <p>The main duty of the FAO is to ensure the administrative and financial, incl. accounting, functioning of the EUSR office in Kabul</p> <p>ROLES, RESPONSIBILITIES AND TASKS:</p> <ul style="list-style-type: none"> ○ 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.a. 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 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	<ul style="list-style-type: none"> • Completion of a full course of university studies attested by a degree in Accounting, Finance, Business Administration, Economics or closely related field, where the normal duration of university education in the country awarded is three (3) years or more or a professional accountancy qualification. • At least two years of professional experience in a similar position in an international environment. • Experience in or good knowledge of Afghanistan. • Excellent command of English, including the ability to draft and edit reports. • Knowledge of Dari or Pashto is an asset.