

# EUROPEAN EXTERNAL ACTION SERVICE



## EU Special Representative for the Horn of Africa

### TEMPORARY POST OF A FINANCIAL AND ADMINISTRATIVE ASSISTANT TO THE EU SPECIAL REPRESENTATIVE FOR THE HORN OF AFRICA IN NAIROBI

<b>Organisation:</b>	EU Special Representative for the Horn of Africa
<b>Job Location:</b>	Nairobi, Kenya
<b>Availability:</b>	From <b>15 Mars 2024</b> until <b>30 September 2024 (6 months)</b>
<b>Contract Regime:</b>	Local Staff
<b>Job Titles/Vacancy Reference:</b>	Temp. Financial and Administrative Assistant
<b>Number of posts:</b>	1 post
<b>Deadline for applications:</b>	<b>26 February 2024 at 17:00 CET</b>
<b>Email address to send the CV and cover letter:</b>	<a href="mailto:EUSR.HORNOFRAFICA@eeas.europa.eu">EUSR.HORNOFRAFICA@eeas.europa.eu</a> Please mention in the email subject 'Fin/Adm Assistant Nairobi'
<b>Additional information:</b>	Ms Sandrine Pereira Email: Sandrine.pereira@ext.eeas.europa.eu

The EU Special Representative for the Horn of Africa invites applicants to post, in accordance with the requirements described and the information provided below:

#### **A. Essential Requirements**

**Citizenship** - Kenyan citizen and enjoying full rights as a citizen.

**Integrity** - The candidate must maintain the highest standards of personal integrity, impartiality and self-discipline. Candidates 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 Special Representative or respective tasks and activities without her express permission. The candidate shall carry out their duties and act in the interests of the Special Representative.

**Gender balance** - The EU strives for improved gender balance in CSFP/CSDP operations and EUSR Offices in compliance with UNSCR 1325. The EUSR encourages the contributing Member States, the institutions of the Union and the EEAS to consider this when offering contributions.

**B. Job description**

Job Title	<b>Financial and Administrative Assistant (Nairobi office, local Staff)</b>
Job Description	<p>Under the guidance of the EU Special Representative and her Chef de Cabinet, the Financial and Administrative Assistant will:</p> <ul style="list-style-type: none"> <li>• General organization of the office, planning of meetings, appointments with high-level personalities in the Government and other organizations and missions.</li> <li>• Prepare and regularly update the list of activities (Missions, meetings, contact lists and the inventory)</li> <li>• Organisation of conferences and logistics arrangement.</li> <li>• Drafting, photocopying, distribution and filing of official notes and other correspondence;</li> <li>• Organization of mission travel for the team members based in Kenya and those who to Kenya (flight and hotel bookings, preparation of mission files.);</li> <li>• Respond to queries and draft complex correspondence and e-mail follow up in a timely and effective manner;</li> <li>• Preparation of the monthly budget (including salaries and DSAs, running costs);</li> <li>• Operating with the office petty cash and bank account. Prepare and execute financial transactions;</li> <li>• Monitor car logs, car expenditure as well as calculate Driver's overtime ;</li> <li>• Control and keep records of all expenditure of EUSR and the Nairobi team</li> <li>• Submission of monthly expense reports for all office expenditure in the relevant format and within the established deadlines to the Financial Officer in Brussels;</li> <li>• Follow up on office and security equipment, furniture and stationery procurement processes;</li> <li>• Perform any other tasks to help fulfil the mandate of the EUSR for the Horn of Africa requested by the EUSR or his/her Chief of Staff.</li> </ul>

Qualifications and Experience	<ul style="list-style-type: none"><li>• Bachelor or Master's degree in relevant discipline with at least 5 years of experience.</li><li>• Proven skills in Finance and Administration</li><li>• Ability to work independently and to operate in a small team.</li><li>• Excellent verbal and written skills in English.</li><li>• Previous working experience with an institution or mission of the European Union would be an asset.</li></ul>
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