



Council of the European Union
General Secretariat
Directorate-General Administration
Directorate Human Resources and Personnel Administration
The Director

His/Her Excellency the Ambassador

Permanent Representative of the
Member States to the
European Union

(by e-mail)

Brussels, 13 October 2017

**Subject: Secondment of a national expert to the General Secretariat of the Council, DGD
Justice and Home Affairs, D1 Home Affairs**
Ref.: END/8/2017 (3226)

Dear Sir / Madam,

The EU agenda and the Council's workload in the field of Home Affairs continue to be very high.

For several years, a seconded national expert has made an important contribution to the activities in DGD1 Home Affairs of the General Secretariat of the European Union, with particular reference to the Schengen, Visas and Borders Unit. The secondment of that national expert is expected to come to an end in December 2017. The workload continues to be very high in this field, with several proposals on the table and others to come in the near future.

The General Secretariat of the Council therefore seeks to recruit a seconded national expert in order to assist the Presidencies and the Council in developing these activities.

The duration of the secondment is two years, with the possibility of an extension to a maximum of four years in total. Under Article 5 of Council Decision 2015/1027/EC, it could be further extended for an additional period of up to two years in exceptional cases.

The qualifications and experience required are set out in the Annex. The expert should take up his/her duties at the General Secretariat of the Council by **1 January 2018**.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 on the rules applicable to national experts on secondment to the General Secretariat of the Council (2015/1027/EC, OJ L 163, 30.06.2015, repealing Decision 2007/829/EC). Under Article 2 of that Decision, seconded national experts should be nationals of an EU Member State.

Member States are hereby invited to propose candidates qualified for this post.

I would be grateful if proposals indicated the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae giving details of education and all posts held up to the present and by a letter stating the motivation for the application.

Replies to this letter should be sent by e-mail, no later than **31 October 2017, 13h00 Brussels time**, to the following address: **service.recrutement-END@consilium.europa.eu**.

The DGD 1A Home Affairs Directorate, together with the Human Resources Directorate, will examine the applications received, decide which candidates to shortlist, and conduct the interviews.

The Appointing Authority will decide who to appoint on the basis of the outcome of the selection procedure. The General Secretariat of the Council may also decide to use the list of suitable candidates to cover possible future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Secretariat of DGD 1A,
Carina Rosengren (carina.rosengren@consilium.europa.eu, tel. + 32 2 281 4920), or
Bent Mejborn, Head of Unit, Schengen, Visa and Borders (bent.mejborn@consilium.europa.eu, tel. + 32 2 281 6722).

Yours faithfully,



Cesira D'ANIELLO

Annexes:

Annex 1 - Job description

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

**DGD, Directorate 1
Home Affairs**

Ref.: END/8/2017 (3226)

Job description

A. Tasks

Under the authority of the Head of Unit for Schengen, Visas and Borders (DGD 1A), working closely with Council officials within various teams, the expert will be expected to perform the following tasks:

- Advise and assist the Presidency in the development and implementation of the Council's policies in Home Affairs, with particular reference to the area of Schengen, Visas and Borders, including in particular support to the Schengen Matters Working Party.
- Provide briefings and advice to Presidencies and the hierarchy.
- Participate in numerous and varied meetings organised by EU bodies or other parties
- Ensure coordination in collaboration with colleagues regarding policy issues relating to Schengen, visas, borders and interoperability of databases, both within the Council and with other EU institutions, agencies and bodies active in this field.

B. Qualifications and experience required

- A level of education which corresponds to completed university studies of at least three years attested to by a diploma, or equivalent vocational training attested to by a diploma or a certificate issued by an institute for advanced studies in a relevant field or by an institute such as a police or military academy.
- Relevant professional experience of at least 5 years.
- Practical experience regarding border controls and/or SIS/SIRENE functions would be an asset.
- Knowledge of the EU institutions, in particular in the justice and home affairs area, would be an asset.
- A thorough knowledge of one official language of the European Union¹ and a satisfactory knowledge of a second language are required for the performance of these duties. In practice, in the interest of the service, as drafting and editing skills are key to this position, a thorough oral and written command of English is required.

¹ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

C. Skills and abilities required

- Excellent drafting and communication skills.
- Ability to work effectively in a team.
- Good organisational skills and ability to manage a heavy workload.
- Flexibility and the adaptability required to work in a multinational environment.
- Autonomy and a strong sense of initiative.
- Discretion.

D. Security clearance

- National security clearance at EU SECRET level. Such clearance must be obtained by the candidate from his/her competent authorities before secondment to the General Secretariat of the Council. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the General Secretariat reserves the right to refuse the candidate's secondment as a national expert.

E. General conditions

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.
- Have fulfilled any obligations imposed by the laws of that Member State concerning military service.

The General Secretariat of the Council applies an equal opportunities policy.

For more information relating to the selection, please contact: Secretariat of DGD 1A, Carina Rosengren (carina.rosengren@consilium.europa.eu, tel. + 32 2 281 4920), or Bent Mejborn, Head of Unit, Schengen, Visa and Borders (bent.mejborn@consilium.europa.eu, tel. + 32 2 281 6722)