



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 email)

Brussels, **15 November 2017**

Subject: Secondment to the Council Secretariat of a national expert specialised in counter-terrorism matters

Ref.: END/9/2017 (3233)

Dear Sir/Madam,

As you are acutely aware, the fight against terrorism is central to a number of the EU's justice and home affairs policies. The increasing influence and relevance of counter-terrorism (CT) in public authorities' activities and policies is equally true for the European Council and the Council of the EU. The General Secretariat of the Council supports the Presidencies and members of those institutions, in close cooperation with other EU institutions and relevant EU agencies, in developing the appropriate EU policies and identifying priorities for action in the area of CT.

To cope with an ever-increasing workload, the General Secretariat of the Council intends to recruit a seconded national expert. The expert will be involved in various CT files, especially those discussed in the Terrorism Working Party.

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 ideally take up her/his duties at the General Secretariat of the Council by 1 March 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, 30.6.2015, 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 of all posts held up to the present day, and by a letter stating the motivation for the application.


Replies to this letter should be sent by email, no later than **6 December 2017, 13.00 Brussels time**, to the following address: service.recrutement-END@consilium.europa.eu.

The Unit for Police and Customs Cooperation (DG D 1C), 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 any future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Guy Stessens (guy.stessens@consilium.europa.eu, tel. +32 2 281 6711).

Yours faithfully,

p.p. 

Cesira D'ANIELLO

Annexes:

Annex 1 - Job description

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

DG D, Directorate 1 - Home Affairs

Ref.: END/9/2017 (3233)

Job description

A. Tasks

Under the direct authority of the Head of Unit for Police and Customs Cooperation (DG D 1C), working closely with Council officials of that unit, the expert will perform the following tasks:

- Advise and assist the Presidency in the development and implementation of the Council's counter-terrorism (CT) policies, including providing support to the Terrorism Working Party.
- Identify areas for further CT cooperation, *inter alia* by keeping up to date with a broad range of issues related to terrorism. Maintain an overview of activities relevant to terrorism in the context of files under discussion in all Council bodies and working parties, as well as of relevant developments at the Commission, the European External Action Service and the European Parliament.
- Draft policy papers for the Presidency on various aspects of CT policies.
- Follow the work of the EP special committee on terrorism.
- Provide briefings and advice to the Presidency of the Council, the President of the European Council and senior management.
- Participate in various meetings organised by EU bodies or other parties.
- Engage in coordination between various stakeholders within the Council, including with the office of the Counter-Terrorism Coordinator, on CT related issues.
- Engage in coordination with other EU institutions, agencies and bodies active in the area of CT.
- Liaise and coordinate closely with EU institutions and agencies, Member States, third countries, international organisations and think tanks.

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 academy or a military academy, or a law degree or practical experience in a Ministry of the Interior or of Justice.
- Professional experience of at least five years related to CT/internal security matters, preferably in a CT policy area.
- Knowledge/experience of the EU institutions, in particular in the field of justice and home affairs, 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 interests of the service, as drafting and editing skills are especially needed, a thorough oral and written command of English is required.

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.
- Being able to handle files proactively, continuously and autonomously with the relevant actors, showing a strong sense of initiative.
- Flexibility and the adaptability required to work in a multinational environment.
- Discretion.

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.

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 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 Mr Guy Stessens (guy.stessens@consilium.europa.eu, tel. +32 2 281 6711).