



**Council of the European Union**  
General Secretariat

Directorate-General Organisational Development and Services - ORG  
Human Resources Directorate  
*The Director*

His/Her Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by e-mail)

Brussels, 19 December 2018

**Subject: Secondment to the General Secretariat of the Council of a national expert specialised in crisis management**

Ref.: END/1/2019 (3227)

Dear Sir / Madam,

The Civil Protection Unit (RELEX.2.C) of the General Secretariat of the Council (GSC) is hiring a seconded national expert, to work on policy development and implementation of the EU's Integrated Political Crisis Response (IPCR) arrangements and the Solidarity Clause. This expert should have a sound experience of national crisis management at cross-sectoral and strategic level.

The IPCR is the Council's crisis mechanism supporting Council decision making when faced by major cross sectoral crises. It was originally approved by the Council on 25 June 2013 (doc. ST 10708/13) and is now codified in an implementing decision adopted by the Council on 11 December 2018. The IPCR also underpins the political response to the invocation of the Solidarity clause (art. 222 TFUE).

The IPCR has been activated for the first time in October 2015 in the framework of the migration and refugee crisis. Thanks to strong buy-in from key stakeholders (Member States, European Commission, the European External Action Service (EEAS), relevant agencies), it has become an effective tool in coherent agenda-setting and coordinated fact-finding. Since its activation, the IPCR has allowed to generate more than 140 weekly integrated reports, and in support to Council decision making the Presidency has called more than 70 crisis meetings (roundtables) both at high and working levels.

The IPCR is also at the core a number of high level exercises. This includes the EU-NATO Parallel and Coordinated Exercises on hybrid threats, one of the most tangible elements of the implementation of the 2016 declaration of the President of the European Council, the President of the Commission and the Secretary General of NATO.

More information on the IPCR is available at <https://www.consilium.europa.eu/en/policies/IPCR-response-to-crises/>

The GSC ensures the support for the operation of the IPCR, working closely with the Commission and the EEAS.

The job description is annexed.

The duration of the secondment is two years, with the possibility of extension to a maximum of four years in total. Please note that according to Article 5 of Council Decision 2015/1027/EC, this secondment could be extended for an additional two years in exceptional cases. The qualifications and experience required are set out in the Annex.

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). According to 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.

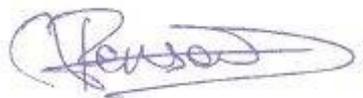
I should be grateful if proposals could indicate the national contact point responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held until present as well as education, and by a letter stating the motivation for the application.

Replies to this letter should be sent by e-mail, no later than **31 January 2019** to the following address: **service.recrutement-END@consilium.europa.eu**.

The relevant department, 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 on the secondment based on 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 fitting the same profile.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'N. Pensaert', enclosed in a light blue oval shape.

Nathalie Pensaert

Annex

**Seconded National Expert for  
the General Secretariat of the Council of the European Union**

**RELEX Directorate 2 - Unit C Civil Protection**

**Ref.: END/1/2019 (3227)**

*(1 post)*

**Job Description**

**A. Tasks**

Under the authority of the head of unit RELEX.2.C, contributing to the work of the General Secretariat of the Council on the EU Integrated Political Crisis Response Arrangements (IPCR) and the solidarity clause (art. 222 TFUE), the selected candidate is expected to perform the following tasks:

- draft and review policy documents and option papers;
- provide advice to his/her hierarchy as required and to the Presidency as requested;
- conduct analytical work both during cross-sectoral crises and outside times of crisis;
- support IPCR crisis-related activities when the IPCR is in active mode, including support to the IPCR roundtable;
- contribute to the development of proposals for action and to the Presidency politico-strategic guidance;
- support work on the IPCR Web Platform, providing advice and expertise on its further development and for its daily running;
- prepare and support meetings at different levels, including those of the Friends of the Presidency on the IPCR and the implementation of the solidarity clause (IPCR/SCI) and of the related expert groups (such as exercise planning teams during the planning phase of IPCR exercises);
- provide support for the planning and conduct of IPCR exercises and to relevant Commission or EEAS exercises involving an IPCR dimension;
- provide national experience at GSC level and establish contacts with MS competent authorities;
- participate in trilateral meetings between the GSC, Commission and EEAS;
- support the work of the unit as requested on matters within its area of competence (civil protection, humanitarian aid, consular cooperation, international counter-terrorism).

**B. Qualifications and experience**

Applicants should:

- have completed a university education, as evidenced by a diploma, or have equivalent professional experience;
- have at least 5 years working experience in the field referred to in point A above. That experience should have been gained in governmental or international organisations in the field of crisis management;
- cross-sectoral expertise as well as proven experience in coordinating crisis responses at political level will be an asset;
- a clear understanding of the unit's fields of expertise (civil protection, humanitarian aid,

- international counter-terrorism and consular protection) will be an asset;
- have a clear understanding of the EU institutional set-up and in particular of the Commission's and EEAS's crisis management structures and their interaction;
  - have experience in working in a digital environment making use of crisis web platforms ;
  - a thorough knowledge of one EU language and a satisfactory knowledge of a second language is 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 written command of English is required to draft documents and give presentations in that language as well as a good knowledge of French.

### **C. Conditions and skills required**

- Ability to approach complex issues and problems in an analytical fashion and with a critical approach;
- Flexibility, adaptability and autonomy;
- Discretion;
- Ability to work under time pressure and in difficult circumstances;
- Sound drafting and editing skills with ability to conduct or assist in conducting complex debriefings;
- Good interpersonal skills and an ability to work with staff at all levels of the organisation;
- Ability to work effectively as a team member in a multinational environment;
- Sense of initiative and of organisation;
- National security clearance at a level equivalent to EU SECRET. Such a clearance needs to be obtained from the competent authorities before secondment to the General Secretariat of the Council. The clearance must be valid for the entire period of secondment. In its absence, the General Secretariat reserves the right to refuse secondment as a national expert.

### **D. 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 concerning military service.

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

**Further information on the nature of the post can be obtained from Mr Jan ALHADEFF:  
tel. +32 (0)2 281 5799, e-mail: [jan.alhadeff@consilium.europa.eu](mailto:jan.alhadeff@consilium.europa.eu)**