



Council of the European Union
General Secretariat
DG ORG - Directorate for Human Resources
The Director

His/Her Excellency the Ambassador

Permanent Representative of the
Member States to the
European Union

(by email)

Brussels, **1 March 2019**

**Subject: Secondment of a national expert to the General Secretariat of the Council,
DG Organisational Development and Services, Directorate 4 (Finance):
Projects and Financing Unit (Athena¹)**

Ref.: END/4/2019 (6142)

Dear Sir / Madam,

The Administrator of Athena, the financing mechanism for EU-led military operations, intends to recruit a seconded national expert. The possibility of recruiting seconded national experts was first set out in document 12-0408 of 26 July 2012, and this proposed recruitment was detailed more specifically in WK 1078/2019, which was addressed to the Special Committee on 30 January 2019 (copies attached).

As explained in the attached notes, the General Secretariat of the Council provides personnel for tasks related to Athena. However, given the continuously high workload generated by the six ongoing military operations for which common costs are financed by the Athena mechanism, there is a continued need to apply the approach provided for in document 12-0408 to recruit a national expert.

Council Decision (EU) 2015/1027 of 23 June 2015 establishes the arrangements under which the national expert will be recruited. In accordance with Article 2 of this Decision, seconded national experts must be nationals of an EU Member State.

¹ Council Decision (CFSP) 2015/528, Official Journal L 84 of 28.03.2015.

It should be noted that the Special Committee agreed on 11 February 2019 that all costs incurred by the General Secretariat of the Council in hiring a national expert, including allowances, will be reimbursed to the Council from the Athena budget (see the second paragraph of point 6 in the attached Outcome of Proceedings of the Special Committee of 11 February 2019, WK 1341/2019).

The professional profile required is set out in the Annex. The expert should take up his or her duties at the General Secretariat of the Council by **1 September 2019**. The initial period of secondment will be for one year and will be renewable, subject to approval by the Athena Special Committee, up to a maximum of four years.

I would kindly ask you to forward this request for applications to the appropriate departments of your national administrations.

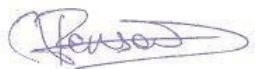
Applications accompanied by a detailed curriculum vitae and a letter of motivation must be submitted via national administrations and must indicate the national contact point for each candidate. They must be submitted by electronic mail no later than **31 March 2019** to the following address: sne.recruitment@consilium.europa.eu

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 appointment 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 any future vacancies requiring the same profile.

Further information on the nature of the post may be obtained from Mr Uwe HARMS, tel. +32 (0)2 281 5012, email: uwe.harms@consilium.europa.eu

Sincerely yours,



Nathalie Pensaert

Annexes

Annex 1 - Job description

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

**DG ORG, Directorate 4 (Finance)
Projects and Financing Unit (Athena¹ mechanism)**

Ref.: END/4/2019 (6142) - 1 post

Job description

A. Main tasks and responsibilities

As an SNE at Administrator level in the Projects and Financing unit, the expert will be called upon to:

- contribute to strategic planning for Athena, including planning for new military operations;
- monitor and support implementation of the Athena budget by operations and provide advice to military operations on financial/contract management;
- provide advice on all procurement-related matters and contribute to the development of framework contracts and administrative arrangements;
- provide advice and draw up documents on budgetary and/or financial rules and procedures;
- contribute to the drafting of documents for the Special Committee;
- train Athena operational staff in Brussels or on site;
- deploy in operational areas to launch/support/monitor an operation and its financial activities.

Other tasks might be allocated to the expert according to the needs of the service.

¹ Council Decision (CFSP) 2015/528, Official Journal L 84 of 28.03.2015.

B. Qualifications and experience required

Applicants should have:

- A university, higher or military school education, as attested by a diploma, or equivalent professional experience.
- At least five years' working experience in the field referred to in point A above.
Experience should preferably have been gained in the financial management of military operations. Experience in EU military operations would be considered an asset.
- Thorough knowledge of one EU language and satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interests of the service, since drafting and editing skills are required, a thorough command of written English is required, and French will be considered an asset.

C. Conditions and skills required

- Experience in military operations, preferably EU military operations;
- Experience in procurement procedures would be an additional asset;
- Ability to conduct missions to areas where EU military operations are deployed;
- Good (oral and written) communication skills;
- Good analytical skills (problem-solving skills);
- Ability to assume a heavy workload and work effectively as a team member;
- Good working knowledge of standard IT and office equipment (Excel, Word);
- Sense of initiative;
- Flexibility/adaptability;
- Discretion;
- Good organisational capabilities.

D. Security clearance

National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate(s) from the relevant authorities prior to secondment at the General Secretariat of the Council. This clearance must be valid for the whole period of the secondment. If not, the General Secretariat reserves the right to refuse the secondment of the national expert.

E. General conditions

Applicants must:

- be nationals 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.
