



Council of the European Union
General Secretariat

Directorate-General for Organisational Development and Services
Directorate for Human Resources
The Director

His/Her Excellency the Ambassador
Permanent Representative of the Member States to the
European Union

(by e-mail)

Brussels, 10 April 2025

Subject: Secondment to the General Secretariat of the Council of a national expert in the field of counter-terrorism coordination

Ref.: SNE/03/2025 (GSC.CTC) - 1 post (312845)

Dear Mr/Madam Ambassador,

The EU Counter-Terrorism Coordinator office (CTC) of the General Secretariat of the Council is seeking to hire a seconded national expert to assist and advise the EU Counter-Terrorism Coordinator on all aspects of EU counter-terrorism policy, both internal and external. The expert should have experience in the field of security and, especially, of counter-terrorism actions.

The EU Counter-Terrorism Coordinator, whose position was established by the European Council in the wake of the terrorist attack in Madrid in 2004, is in charge of coordinating counter-terrorism work within the EU, ensuring implementation and evaluation of the EU Counter-Terrorism strategy, integrating the internal and external aspects of the fight against terrorism, and of improving communication between the EU and third countries and international organisations.

During the secondment, the national expert will have the chance to work on policies that directly impact the future of Europe, to engage with key international stakeholders, and to participate in high-level negotiations in a dynamic and collaborative environment.

At the GSC, we value a stimulating and collaborative working environment. While the role involves active participation in meetings, working parties and missions, we also recognise the importance of work-life balance and strive to support our staff in managing their professional and personal commitments.

The job description, which details the qualifications and experience required, is annexed hereto.

The duration of the secondment will be two years, with the possibility of extending it to a maximum of four years in total. Please note that in accordance with Article 5 of Council Decision (EU) 2015/1027, the secondment could, in exceptional cases, be extended for an additional two years.

The expert should take up their duties at the General Secretariat of the Council by **1 September 2025**.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council (Council Decision (EU) 2015/1027, OJ L 163, 30.6.2015, repealing Decision 2007/829/EC). According to Article 2 of that Decision, seconded national experts must be nationals of an EU Member State.

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

Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held by the candidate to date, as well as their education, and by a letter of motivation.

Replies to this letter should be sent by email, no later than **17:00 CET on 12 May 2025**, to the following address: seconded.national.experts@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 fill future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Piotr Krygiel, Principal Adviser and Team Leader at EU CTC, tel. +32 (0)2 281 3775, email: Piotr.krygiel@consilium.europa.eu.

Yours sincerely,

Nathalie Pensaert

Annexes

Annex 1 – Job description

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

**Service attached to the Secretary-General
Counter-Terrorism Coordination**

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Job description

A. Main tasks and responsibilities

As adviser to the EU Counter-Terrorism Coordinator (EU CTC), the expert will be called upon to:

- be responsible for the coordination of initiatives relating to counter-terrorism (CT) and countering violent extremism (CVE), both internally and externally. The adviser will focus in particular on diplomacy and international relations;
- identify areas for CT/CVE cooperation within the EU and with third countries and actively contribute to setting up CT projects and initiatives, both inside and outside the EU;
- maintain an overview of activities relevant to terrorism in the context of the files under discussion in all Council bodies and working parties, and of relevant developments at the Commission, the European External Action Service and the European Parliament;
- promptly draft policy papers (including for the Council), speeches and other written input, and prepare and report on key meetings and visits of the EU CTC;
- prepare and advise the EU CTC on the technical and policy/political aspects of a broad range of complex files, evaluate implementation and identify areas for further progress or of concern;
- attend working parties and meetings alongside the EU CTC, including in third countries, often on his/her behalf;
- deputise for the EU CTC and act on his/her behalf in European and international contexts;
- keep up to date with a broad range of issues related to terrorism, including through extensive research and reading;
- liaise and coordinate closely with EU institutions and agencies, Member States, third countries, international organisations, the private sector, academia and think tanks;
- facilitate close links between high-level authorities dealing with CT in their Member State, other Member States and the EU CTC;
- speak frequently in public.

B. General conditions

According to the Decision¹ applicants must:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment;
- have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions relevant to the performance of the duties assigned to them;
- be nationals of a Member State of the European Union;
- have a thorough knowledge of one official language of the UE² and a satisfactory knowledge of a second language for the performance of their duties.

C. Qualifications and experience

Applicants should:

- have completed university (master's degree or above would be considered an asset), higher or military school education, as attested by a diploma, or have equivalent professional experience;
- ideally, have relevant experience of working with security actors in their Member State and in policy-making relevant to aspects of security and counter-terrorism in the domain of justice and home affairs and/or foreign affairs;
- have a thorough command of written English, with a special focus on drafting and editing. Knowledge of French would be considered an asset.

The following experience would be considered an asset:

- having held a senior-level position in the home country and/or abroad;
- having been involved in diplomacy and/or policy-making in the area of foreign affairs;
- having worked abroad/in an international environment, especially in EU relations, with third countries and international organisations;
- having experience/knowledge of the functioning of the EU in the field of security (internal and external).

D. Required skills

- a keen sense of political judgment, initiative, creativity, autonomy and responsibility;
- a good understanding of working in a politically sensitive environment;
- the ability to work independently and in support of the EU CTC;
- excellent interpersonal skills and a team spirit;

¹ Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council

² 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 and Swedish.

- the willingness and ability to work in a fast-paced, demanding and politically sensitive environment with a heavy workload;
- the ability to work on files proactively, continuously and independently with the relevant actors, and contribute comments, input and new ideas;
- the ability to work quickly on both the technical and political aspects of a broad variety of complex files and proactively provide forward-looking advice;
- excellent drafting, communication (oral and written) and networking skills;
- a result-driven approach;
- a high level of discretion, due to the sensitivity of the files and topics covered.

The expert should be ready and available to travel frequently within and outside the EU and ready to follow a Hostile Environment Awareness Training (HEAT) course if they have not recently completed one.

E. Security clearance

National security clearance at EU SECRET level. Such clearance needs to 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

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds and on the broadest possible geographical basis among the EU Member States.

Please find here the [link](#) to the privacy statement about the treatment of your personal data.

Further information on the nature of the post can be obtained from Mr Piotr Krygiel, Principal Adviser and Team Leader, Office of the EU Counter-Terrorism Coordinator
(tel. +32 2 281 3775, e-mail: piotr.krygiel@consilium.europa.eu).

