



**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 e-mail)

Brussels, **11 February 2019**

**Subject: Secondment to the General Secretariat of the Council of a national expert  
Counter-Terrorism Coordination**

Ref.: END/3/2019 (5242)

Dear Sir/Madam,

The fight against terrorism remains high on the international and EU agenda and the Council's workload on this important issue continues to increase. Now that the secondment of one of the national experts working in this area has come to an end, the General Secretariat of the Council needs to recruit 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 duration of the secondment is two years, with the possibility of extension to a maximum of four years in total. According to Article 5 of Council Decision (EU) 2015/1027 of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council and repealing Decision 2007/829/EC (OJL 163, 30.6.2015), this secondment could be extended for an additional period of up to two years in exceptional cases.

The job description, which details the qualifications and experience required, is annexed hereto. The expert should take up his or her duties at the General Secretariat of the Council by 11 July 2019.

The conditions of the secondment, including allowances paid by the Council, are set out in Council Decision (EU) 2015/1027. According to Article 2 of this 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 the proposals could indicate the national contact point(s) responsible for each candidate's application. Applications should be accompanied by a curriculum vitae providing details of higher education and all posts held until now, and by a letter of motivation.

Replies to this letter should be sent by e-mail, **no later than 18.00 on 11 March 2019**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@consilium.europa.eu)

Together with the Human Resources Directorate, the relevant department 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 possible future vacancies for the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Ms Christiane Hoehn (tel. +32 2 281 5380, e-mail: [christiane.hoehn@consilium.europa.eu](mailto:christiane.hoehn@consilium.europa.eu)), Office of the EU Counter-Terrorism Coordinator.

Yours faithfully,

Nathalie Pensaert

Annex

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

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

*Ref.: END/3/2019 (5242) - 1 post*

**Job description**

**A. Tasks and responsibilities**

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

- coordinate initiatives related to counter-terrorism (CT) and countering violent extremism (CVE), both internally and externally, under the authority of the EU CTC;
- identify areas for CT/CVE cooperation within the EU and with third countries and help to set up CT projects, both within and outside the EU; provide input and ideas and work with the EU institutions, Member States and other actors on implementation;
- keep up-to-date on a broad range of issues related to terrorism, including by extensive research and reading; maintain an overview of activities related 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; attend working party meetings as appropriate;
- attend meetings alongside the EU CTC or on his behalf, including in third countries; replace the EU CTC and intervene on his behalf in the European and international context; speak frequently in public;
- promptly draft policy papers, including for the Council, speeches and other written input;

- brief 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;
- handle files proactively, continuously and autonomously with the relevant actors and contribute comments, input and new ideas;
- liaise and coordinate closely with EU institutions and agencies, Member States, third countries, international organisations and think tanks;
- facilitate close links between high-level authorities dealing with CT in the home country and the EU CTC.

## **B. Qualifications and experience required**

### **Essential:**

- a university degree (Master's degree)
- experience of working with security actors in the home country and/or overseas
- excellent written and spoken English and satisfactory knowledge of another official language of the European Union<sup>1</sup>
- experience in the field of security
- experience of policy-making in relation to the internal and external aspects of security and counter-terrorism

### **Advantageous:**

- experience in a senior-level position in the home country and/or overseas
- experience of international relations
- experience of working in an international environment
- experience/knowledge of the functioning of the EU in the field of security (internal and external)
- a good command of French

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<sup>1</sup> The official 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.

### **C. Skills and abilities required**

- Willingness and capacity to work in a fast-paced, demanding and politically sensitive environment with a heavy workload
- Ability to quickly master both the technical and political aspects of a wide variety of complex files and proactively provide forward-looking advice
- Excellent drafting, (oral and written) communication and networking skills
- Strong sense of political judgment
- Results-driven approach
- Strong sense of initiative, creativity, autonomy and responsibility
- Readiness and availability to travel frequently within and outside the EU, including to high-risk countries
- Ability to work effectively as a team member
- Discretion

### **D. General conditions:**

The expert must:

- be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- have EU SECRET security clearance. Such clearance must be obtained by the candidate from the relevant national authorities before his or her secondment to the General Secretariat of the Council. This clearance must be valid for the whole duration of the secondment. If the candidate does not have such clearance, the General Secretariat reserves the right to refuse the secondment as national expert.

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

**Further information on the nature of the post can be obtained from Ms Christiane Hoehn, (+32 2 2815380 - [christiane.hoehn@consilium.europa.eu](mailto:christiane.hoehn@consilium.europa.eu)), Office of the EU Counter-Terrorism Coordinator.**