



**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, **10 June 2020**

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

Ref.: END/4/2020

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, in order to assist and advise the EU Counter-Terrorism Coordinator on all aspects of EU counter-terrorism policy, both on internal and external files, including on the internal security related aspects of new technologies.

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 (OJ L 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 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. Submissions shall 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, **on 30 June 2020 - 14.00 Brussels time**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@consilium.europa.eu)

The EU Counter-Terrorism Coordinator, together with the Human Resources Directorate, shall 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/4/2020*

**Job description**

**A. Tasks and responsibilities**

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

- Under the authority of the EU CTC, be responsible for the coordination of initiatives relating to counter-terrorism (CT) and countering violent extremism (CVE), in particular as regards the internal security aspects of new technologies and digitalisation, issues related to cooperation with the internet companies, terrorist financing but also a number of third countries and regions, notably the Middle East and North Africa.
- Identify relevant areas, provide substance and ideas, and work with the EU institutions, Member States and other players on implementation. Conceptualise and prepare workshops on internal security aspects of disruptive technologies.
- Keep continually up-to-date with a broad range of issues related to terrorism, disruptive technologies and digitalisation, including by extensive research and reading. Maintain an overview of activities relevant to terrorism in the context of their 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. Attend working parties as appropriate.
- Attend meetings alongside the EU CTC, including in third countries, or – often – on his or her behalf. Replace the EU CTC and intervene on his or her behalf in European and international contexts. Speak frequently in public.
- Promptly draft numerous policy papers (including for the Council), speeches and other written input.
- 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.

- Handle the 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, the private sector, academia and think tanks.
- Facilitate close links between high-level authorities dealing with CT in their home country and the EU CTC.

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

### **Essential:**

- A university degree (Master's degree)
- Excellent written and spoken English and a satisfactory knowledge of another official language of the European Union<sup>1</sup>
- Experience of policy-making relevant to security and/or digital issues
- Experience/knowledge of the functioning of the EU in the field of security (internal and external) and/or digitalization and disruptive technologies
- Experience in international relations

### **Advantageous:**

- Experience of working with security and/or counter-terrorism actors at national and international level
- Experience in a senior-level position in the home country and/or overseas
- Experience of working in an international environment
- Experience related to the Middle East and/or North Africa
- Knowledge in countering the financing of terrorism
- A good command of French

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<sup>1</sup> 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.

### **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 broad variety of complex files and proactively provide forward-looking advice
- Excellent drafting, communication (oral and written) and networking skills
- Strong sense of political judgment
- Result-driven
- 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
- Be in possession of an EU SECRET security clearance. Such clearance must be obtained by the candidate from their relevant authorities before their secondment to the General Secretariat of the Council. This clearance must be valid for the whole duration of the secondment. If not, the General Secretariat reserves the right to refuse the secondment as 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.

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.**

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