

## Notice of vacancy CONS/TA-AD/161

GENERAL INFORMATION	
Department	<b>JAI.1 : HOME AFFAIRS</b>
Place of work	Brussels
Title of post	<b>Administrator</b>
Function group and grade	<b>Temporary staff - AD 7</b>

DEADLINE FOR APPLICATIONS	12/06/2020 at 14.00, Brussels time
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### 1. WHO WE ARE

The General Secretariat of the Council (GSC) ensures that the European Council and the Council operate smoothly, and lends them all the logistical and administrative assistance they need to perform the duties conferred on them by the Treaties of the European Union.

The GSC is divided into eight directorates-general, around 30 directorates and approximately 100 units. It has approximately 2 900 permanent staff from all EU Member States.

Directorate 1 'Home Affairs' (JAI.1) of DG 'Justice and Home Affairs' supports the Council and its rotating Presidency, as well as the European Council and its President, in developing the relevant EU policies and identifying priorities for actions in the area of migration, asylum and internal security. Within Directorate JAI.1, the 'Internal security and counter-terrorism' team is responsible for the handling of policy and legislative files in this area. Under the direct supervision of the JAI.1 Director, the team supports the smooth functioning of the Standing Committee on Operational Cooperation on Internal Security (COSI) and its Support Group, as well as the Law Enforcement Working Party, the Working Party on Terrorism and the Customs Cooperation Working Party. The coordination of the team work and of the COSI proceedings specifically is ensured by a Head of Unit equivalent. A number of topics with horizontal implications are dealt with in this context, including in relation to technological developments and their impact on internal security, e.g. artificial intelligence, 5G, drones, CBRN, follow the money, etc. An important element of this work is proactive interaction with colleagues across the Secretariat, several DGs in the Commission, EU Agencies, EEAS, etc.

### 2. WHAT WE OFFER

We offer an opportunity to work in a dynamic and motivating environment with ample possibilities to bring in proactive thinking and relevant experience. The job holder will be involved in shaping strategic policy debates with horizontal implications in the area of internal security and counter-terrorism, taking into account wider developments and establishing links with other relevant policy areas, e.g. the impact of technological developments on internal security (AI, 5G, drones, etc.), digitalisation of policing, fostering a multidisciplinary approach and interagency cooperation in the area of internal security. This includes the preparation of and follow-up to such debates from working party to Council level, including the drafting of policy notes and briefs. They will work in close cooperation with the team under the coordination of the Head of Unit equivalent and the direct supervision of the Director for Home Affairs. The tasks assigned in this context are varied and demand a high degree of autonomy, adaptability and discretion.

Successful candidates may be offered contracts as temporary staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants (CEOS)<sup>1</sup>.

<sup>1</sup> Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 – <http://eur-lex.europa.eu>.

### **3. PURPOSE OF POST**

- The post is intended to strengthen JAI.1's capacity to provide the necessary support to the Presidency in the wider effort to foster a comprehensive approach to security. The job holder will contribute to reinforcing the expert capacity of the team to proactively identify and develop synergies with relevant policy areas. In doing so, they should proactively and autonomously identify and liaise with relevant counterparts both internally in the GSC and externally to draw on their expertise and coordinate their input in order to independently produce high-quality policy papers.

### **4. TASKS**

The successful candidate would be required to:

- Keep abreast of wider developments in the field of internal security and counter-terrorism in order to proactively identify upcoming issues and cross-cutting aspects and suggest solutions
- Prepare and follow up on relevant files in support of the COSI activities, including all necessary research, planning, analysis, monitoring and follow-up
- Draft policy papers and notes; provide briefings and advice to the Presidency of the Council, the PEC and the hierarchy
- Maintain an overview of the activities relevant to internal security in the context of files under discussion in other Council formations or preparatory bodies, as well as of relevant developments at the Commission, the European External Action Service, the European Parliament and relevant EU agencies
- Maintain relations and coordinate with other Council working groups, relevant Commission services, EEAS, EU agencies and national administrations
- Attend meetings and prepare meeting records

## 5. WORKING ENVIRONMENT

Workplace: Justus Lipsius

Flexible working hours in accordance with service needs.

## 6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

### 6.1. General conditions

- be nationals of a Member State of the European Union<sup>1</sup>;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved;
- have fulfilled any obligations imposed by national laws concerning military service.

### 6.2. Specific conditions

#### (a) i) Education

Have a level of education which corresponds to completed university studies, attested by a diploma recognised in one of the Member States of the European Union (when the normal period of university education is four years or more);

#### ii) Knowledge of languages

Have an excellent knowledge of English and a good knowledge of French.

And

#### (b) Professional experience

- Have at least five years of professional experience relating to the area of internal security, acquired after having obtained the diploma giving access to the selection, with a proven track record of working on the development of internal security policies and autonomous drafting of policy notes for senior decision-makers.

The applicable provisions of the CEOS provide that agents may be engaged only on condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

Applicants must fulfil all the conditions for admission at the time of applying.

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<sup>1</sup> The UK Withdrawal Agreement does not assimilate UK nationals to Member States' nationals during the transition period; UK nationals with a single nationality will have third-country national status as par Article 127(7)(c) of that Withdrawal Agreement, and therefore they may not take part in this selection process.

## **7. SELECTION CRITERIA**

### **7.1. Essential**

- strong analytical skills;
- a strong sense of initiative and proactive thinking;
- excellent drafting skills (key competence);
- the ability to work systematically in autonomous manner (key competence);
- the ability to handle information with discretion;
- a strong sense of responsibility;
- the ability to adapt and reorganise priorities, as necessary, while performing effectively;
- very good interpersonal communication skills with the ability to build trusting relationships with a range of interlocutors in an international and multicultural environment;
- the ability to work independently and in a team;
- a profound knowledge of the functioning of the Council and the role of the GSC.

### **7.2. Advantageous**

- Prior experience in a law enforcement authority or Ministry of Interior;
- Any other knowledge of another official language of the European Union<sup>1</sup>, other than English and French.

## **8. OTHER CONDITIONS TO BE FULFILLED UPON RECRUITMENT**

The duties to be performed require security clearance allowing access to classified documents (up to EU SECRET level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2013/488/EU of 23 September 2013. Failure to obtain the required security clearance may lead to early termination of the contract.

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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 and Swedish.

## 9. SELECTION PROCEDURE

### 9.1. Online registration

You may apply only online through the EU CV Online system.

([https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/)). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply for this vacancy. Applications must be in English or French. Candidates are advised to fill out all relevant fields of the application.

**Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).**

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 9.4).

On completion of your online registration, you will receive a registration number on screen, which you must note down. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered. An acknowledgement of your application will be sent to the email address indicated in your application. It is your responsibility to ensure that you provide the correct email address.

**Only applications submitted through EU CV Online will be taken into consideration.**

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have any further questions, please contact the Temporary Staffing Services Office of the Council of the EU via [Temporary.staffing.requests@consilium.europa.eu](mailto:Temporary.staffing.requests@consilium.europa.eu), clearly mentioning the reference of the call for applications, your registration number and the nature of your request.

### 9.2. Selection committee

In order to assist the authority empowered to conclude contracts of employment in making its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards and committees are confidential and it is forbidden for candidates to make any attempt to contact a board member. The authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

### 9.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility requirements described in section 6 on the basis of the information provided by the candidates in their applications. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. The most suitable candidates for the post will be invited to take part in the assessment phase. Only shortlisted candidates will be contacted.

### 9.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their applications. The interviews will be held in Brussels.

Candidates invited will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents evidencing their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

### 9.5. Assessment phase

The written test and/or interview will enable the selection committee to carry out an assessment of the candidate based on the selection criteria described in section 7. The interview will be conducted in English and French.

### 9.6. Verification of documents and scrutiny

The applications of candidates who have successfully passed the assessment phase will then be checked by the selection committee against the supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information contained in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

### 9.7. Reserve list

The best candidates will be placed on the reserve list.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment.

Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

## 10. EQUAL OPPORTUNITIES

The General Secretariat of the Council is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments in the workplace. The Human Resources Directorate can also provide assistance during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (Equal.opportunities@consilium.europa.eu) for further information.

## 11. RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1 to this notice.

## 12. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

## 13. APPROXIMATE TIMETABLE

Deadline for applications: **12/06/2020 at 14.00, Brussels time**  
Written Tests and/or Interviews: **June - July 2020**

#### 14. RECRUITMENT CONDITIONS

The maximum duration of the contract will be four years, renewable for a further period not exceeding two years. Under Article 8 of the CEOS, 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 7 step 1 with a basic monthly salary indicated in Article 66 of the Staff Regulations, in force at the time of recruitment<sup>1</sup>.

In addition to the basic salary, the member of temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

Candidates are informed that if they are selected, they may carry on an outside professional activity subject to the following conditions:

- the sole aim of the activity must be to maintain one or more of their professional qualifications;
- in accordance with Article 11 of the Staff Regulations <sup>2</sup>, the activity must in no way constitute a conflict of interest such as is likely to compromise the duty of independence or loyalty incumbent upon officials; and, prior to recruitment, it must be indicated or declared in the form provided for in the third paragraph of Article 11 of the Staff Regulations ;
- once recruited, they must first formally request permission in line with Article 12b of the Staff Regulations ;
- they must comply with the conditions and limits set out in this regard in the GSC's internal rules on outside activities.

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<sup>1</sup> At date of publication, the amount corresponding to grade 7 step 1 in function group AD. Article 66 of the Staff Regulations applies by analogy to temporary agents by virtue of Article 20 of the CEOS.

<sup>2</sup> . Articles 11 to 26 of the Staff Regulations apply by analogy to temporary agents by virtue of Article 11 of the CEOS.

**INTERNAL COMPLAINT - JUDICIAL APPEAL - COMPLAINT TO THE EUROPEAN OMBUDSMAN**

If, at any stage of the selection procedure, you are dissatisfied with the way in which your application is handled you have the right to complain.

– **Internal complaint**

- Where you receive a decision that you are dissatisfied with you may, within three months of the notification of the decision, lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union<sup>1</sup>, to:

Council of the European Union  
Legal Advisers to the Administration Unit, ORG 1.F  
Rue de la Loi/Wetstraat 175  
B-1048 BRUXELLES/BRUSSEL  
e-mail address: [legal.advisersHR@consilium.europa.eu](mailto:legal.advisersHR@consilium.europa.eu)

Replies to such complaints are given in writing by the authority empowered to conclude contracts of employment within four months of receipt of the complaint. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the object of your complaint and to reply to you on that basis.

– **Judicial Appeal**

- If you are dissatisfied with the reply you receive from the authority empowered to conclude contracts of employment under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union  
Rue du Fort Niedergrünwald  
L-2925 Luxembourg

– **Complaint to the European Ombudsman**

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then, like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman  
1, avenue du Président Robert Schuman – BP 403  
F-67001 Strasbourg Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

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<sup>1</sup> Article 90(2) of the Staff Regulations applies by analogy to temporary agents by virtue of Article 46 of the CEOS

**DATA PROTECTION**

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Conditions of Employment of other Servants and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (ORG.1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the Temporary Staffing Services and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection tests taken by the applicants, including the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

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The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- For non-shortlisted candidates: two years
- For successful candidates: for the duration of the reserve list

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the office for Temporary Staffing Services at [Temporary.staffing.requests@consilium.europa.eu](mailto:Temporary.staffing.requests@consilium.europa.eu). Applicants may have recourse at any time to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

**EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL**

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's Equal Opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women especially for management posts, where they are currently under-represented;
- improve accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for staff with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including teleworking, individual working time and the possibility to take parental leave in accordance with the Staff Regulations. The GSC has a crèche for children aged between 0 and 4 years. After-school care and holiday facilities are organised by the European Commission and are open to the children of GSC staff.

For further information, please send an email to [Equal.opportunities@consilium.europa.eu](mailto:Equal.opportunities@consilium.europa.eu)