

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

**DG RELEX  
RELEX.5 – Security and Crisis Management**

Ref.: SNE/09/2024 (GSC.RELEX.5) - 1 post (384114)

**Job description**

**A. Main tasks and responsibilities**

Under the authority of the Director of RELEX.5, contributing to the work of the General Secretariat of the Council (GSC) on cross-sectoral preparedness and crisis management, notably the EU Integrated Political Crisis Response Arrangements (IPCR) and the solidarity clause (art. 222 TFUE), the selected candidate is expected to perform the following tasks:

- draft and review policy documents and option papers;
- provide advice to his/her hierarchy as required and to the Presidency as requested;
- conduct analytical work both during cross-sectoral crises and outside times of crisis;
- support IPCR crisis-related activities when the IPCR is in active mode, including support to the IPCR roundtables, in cooperation with the Commission and the EEAS;
- contribute to the development of proposals for action and to the Presidency's political-strategic guidance on cross-sectoral preparedness and crisis management;
- prepare and support meetings at different levels on cross-sectoral preparedness, resilience and crisis management;
- support a comprehensive overview of policies and initiatives involving a crisis preparedness and response dimension, by monitoring and analysing relevant horizontal and sectoral initiatives;
- support a more integrated approach to crisis preparedness and response in the Council and the reflection on the mainstreaming of crisis preparedness across sectors; support the relevant expert groupings, in particular the informal Horizon Scanning network
- provide national experience at GSC level and establish contacts with Member States' competent authorities;
- provide support for the planning and conduct of relevant exercises involving an IPCR dimension;
- support work on the IPCR Web Platform, providing advice and expertise on its further development and for its daily running;
- support the work of the Directorate as requested on matters within its area of competence (security, civil protection, consular cooperation; hybrid threats).

**B. General conditions**

According to the Decision <sup>1</sup> 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 one of the Member States of the European Union;
- have a thorough knowledge of one official language of the UE<sup>2</sup> and a satisfactory knowledge of a second language for the performance of their duties.

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

<sup>2</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.

### C. Qualifications and experience

Applicants should:

- have completed a university education, as evidenced by a diploma, or have equivalent professional experience;
- have at least 3 years of direct working experience in fields relevant to the tasks in point A above. That experience should have been gained in governmental or international organisations in the field of preparedness and crisis management;
- cross-sectoral expertise as well as proven experience in coordinating crisis response at political level would be an asset;
- relevant experience of designing and/or implementing cross-sectoral preparedness policies at national level would be an asset, for instance in areas such as national resilience frameworks, societal resilience, civil/military cooperation, or public/private cooperation.
- a sound understanding and relevant experience of situational awareness, anticipation and foresight analysis would be an asset;
- have a clear understanding of the EU institutional set-up;
- a thorough knowledge of English, including drafting and communication skills, is required for the performance of these duties. Good understanding of French would be an asset.

### D. Required skills

- ability to approach complex issues and problems in an analytical fashion and with a critical approach;
- adaptability and autonomy;
- sense of initiative and of organisation;
- discretion;
- ability to work under time pressure and in difficult circumstances;
- sound drafting and editing skills with ability to conduct or assist in conducting complex briefings;
- good interpersonal skills and an ability to work with staff at all levels of the organisation;
- ability to work effectively as a team member in a multinational environment;

### 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 amongst the EU Member States.

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

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Nicolas Kerleroux, Director of RELEX.5, tel. +32 (0)2 281 8239, email: [nicolas.kerleroux@consilium.europa.eu](mailto:nicolas.kerleroux@consilium.europa.eu)

