



**COUNCIL OF
THE EUROPEAN UNION**

CONSILIUM

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GENERAL SECRETARIAT

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**To the Ambassadors,
Permanent Representatives of the Member States to the
European Union
(by e-mail)**

**Subject: Secondment of a national expert to the Council General Secretariat
- Directorate-General D, Justice and Home Affairs: Data Protection Secretariat
Ref. : END/2/2013
- Number of posts: 1**

Dear Ambassador,

EU initiatives to tackle crime and terrorism have resulted in the creation of a number of Europe-wide information systems that provide a means of exchanging information between Member States. Consequently, a large amount of sensitive information about individuals is now being processed throughout Europe, shared between various law enforcement agencies and for this reason independent supervisory authorities were set up to:

- Monitor the extent to which this exchange and analysis of information impinges on the rights of individuals, and
- Ensure that the organizations involved comply with the principles of data protection.

An independent secretariat supports the work of these supervisory authorities and this small secretariat - which is based in the General Secretariat of the Council of the European Union - now has a vacancy for an assistant to the Data Protection Secretary.

The job description is annexed hereto. The expert should take up his/her duties at the General Secretariat of the Council by 1 September 2013. The period of secondment is two years, with a possibility of extension to a maximum of four years in total.

The conditions of secondment, including allowances paid by the Council, are set out in the Council Decision of 5 December 2007 on the rules applicable to national experts and military staff on secondment to the General Secretariat of the Council (2007/829/EC, OJ L 327, 13.12.2007, repealing Decision 2003/479/EC). According to Article 1 of this Decision, seconded national experts have to be nationals of a EU Member State.

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

I should be grateful if proposals could indicate the responsible national contact point for each candidate's submission. Submissions shall be accompanied by a curriculum vitae detailing all posts held until present, and by a letter stating the motivation for application.

Replies to this letter should be sent by e-mail, no later than **15 March 2013**, to the following address: service.recrutement-END@consilium.europa.eu.

The relevant department together with the Human Resources Directorate shall examine the applications received, decide which candidates to shortlist, and conduct the interviews.

The Appointing authority shall decide on the engagement 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 cover possible future vacancies of the same profile.

Sincerely yours,



Cesira D'Aniello

Annex: 1

**Seconded National Expert (SNE)
at the General Secretariat of the Council of the European Union
DG D, Justice and Home Affairs
Data Protection Secretariat**

(1 post)

Description of post

Position at the level of assistant (Category AD) in the Data Protection Secretariat supporting the authorities responsible for supervising Europol, the Schengen Information System and the Customs Information System, of the General Secretariat of the Council of the European Union in Brussels (Belgium). The Office is attached to Directorate-General D, Justice and Home Affairs.

A. Main tasks and responsibilities

Contributing to the Data Protection Secretariat's work as assistant to the Data Protection Secretary.

The main tasks can be summarised as follows:

- drafting of reports and studies and the elaboration of proposals in the area of data protection;
- acting as committee secretary to Working Groups of the joint supervisory authorities;
- assisting in organising meetings of the joint supervisory authorities including the drafting of the minutes;
- assisting in inspections;
- maintaining the content of the websites of the joint supervisory authorities;
- availability to travel for missions and conferences representing the Data Protection Secretary.

B. Qualifications and experience required

- a higher education, attested by a diploma relevant to the nature of the duties described;
- a good knowledge of and recent experience in the area of data protection;
- knowledge and experience in the field of police, justice and home affairs are highly desirable;

- a thorough knowledge of one Community language and a satisfactory knowledge of a second language are required for the performance of these duties. In practice, in the interests of the service, as drafting and editing skills are especially needed, a thorough written command of English is required;
- having national security clearance at EU SECRET level. Such clearance shall be obtained by the candidates from their relevant Authorities before their secondment at the General Secretariat of the Council. This certificate must be valid for all the period of secondment. If not, the General Secretariat reserves the right to refuse the secondment as national expert.

C. Skills and abilities required

- ability to work effectively in a small team and in a multinational structure.
- good working knowledge in the use of modern IT and office applications.
- flexibility / adaptability.
- discretion.
- very good organisational capabilities.

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

**For more information relating to the selection, please contact: Mr Peter MICHAEL, responsible for the Data Protection Secretariat (peter.michael@consilium.europa.eu)
Tel. +32 2 281 5026)**