

**COUNCIL OF  
THE EUROPEAN UNION**

**GENERAL SECRETARIAT**

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Human Resources and  
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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 General Secretariat of the Council  
- Directorate-General A - Security, Safety and Communication and Information  
Systems: the Security Office, Risk Management & Projects Unit, Security  
Engineering Sector  
***Ref.: END/2013/7 (4140)***

Sir / Madam,

I wish to inform you that the General Secretariat of the Council intends to recruit a national expert in the area of the protection of public buildings against malicious acts, in particular to advise on and manage certain parts of the security engineering of the EUROPA building. The expert will be seconded to the Security Office: Risk Management & Projects Unit, Security Engineering Sector.

The job description is annexed hereto.

The expert should take up his/her duties at the General Secretariat of the Council by 1 January 2014. The period of secondment is two years, with the 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 on secondment (OJ L 327, 13.12.2007). Pursuant to Article 1 of that Decision, seconded national experts must be nationals of an EU Member State.

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

I should be grateful if proposals could indicate the national contact point responsible for each candidate submission. Applications must be accompanied by a curriculum vitae specifying professional experience and all posts held to date, and by a letter setting out reasons supporting the application.

Replies to this letter should be e-mailed to the following address **no later than 17.00 on 22 November 2013:** [service.recrutement-END@consilium.europa.eu](mailto:service.recrutement-END@consilium.europa.eu)

The relevant department, in conjunction with the Human Resources Directorate, 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 cover possible future vacancies requiring the same profile.

Further information on the nature of the post can be obtained from Mr Serge Kerkhofs (tel. +32 2 281 8063, e-mail: [serge.kerkhofs@consilium.europa.eu](mailto:serge.kerkhofs@consilium.europa.eu)).

Yours faithfully,



Cesira D'ANIELLO

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

**Security Office: Risk Management & Projects Unit, Security Engineering Sector**

*(1 post)*

*Ref.: END/2013/7 (4140)*

**Job description**

**A. Tasks**

Under the authority of the Director of the Security Office and the hierarchical supervision of the Head of the Risk Management & Projects Unit and the Head of the Engineering/Logistics Sector, the national expert will be expected to perform the following tasks as a matter of priority:

- ♦ Advise the Security Office on any matter relating to the physical security and protection of GSC premises against malicious or terrorist acts.
- ♦ Contribute to the establishment, evaluation and monitoring of tendering specifications and calls for tenders launched in the aforementioned area.
- ♦ Finalise functional and technical specifications and follow up security-related issues in the Council's new projects in the field of building security.
- ♦ Contribute to the management of the EUROPA building project as regards all functional and technical aspects linked to the protection of the building, its staff and EU and international dignitaries meeting there.
- ♦ Contribute to the drafting of a set of Minimum Security Operating Standards for the Physical Protection of Buildings.

**B. Qualifications and experience required**

Applicants should:

- ♦ have a level of education corresponding to a full course of at least three years' university studies, as evidenced by a university diploma preferably in the field of architecture or engineering (military, civil, electromechanical or electronic engineering), or have completed training in a nationally recognised police, military or gendarmerie academy and additional vocational training in the area of the protection of public buildings or force protection against malicious or terrorist acts (physical security), as evidenced by a certificate.

- ♦ have at least five years' recent and documented experience in the securing and physical protection of buildings or public premises housing facilities and/or dignitaries exposed to security risks (ministries, offices and official residences of heads of state or of government, parliaments, headquarters and embassies, etc.).
- ♦ have experience in the management of projects (and related software).
- ♦ have a thorough knowledge of one EU language and a good knowledge of a second language. In practice, in the interest of the service, the selected candidate should have a good knowledge of English (or French), enabling him/her to express him-/herself, study project files and give presentations in this language to an expert audience. Knowledge of French (or English) would be considered an asset.

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

- ♦ Excellent drafting and communication skills (both oral and written).
- ♦ The ability to approach complex issues and problems in an analytical fashion and with a critical attitude.
- ♦ The ability to manage a heavy workload and work effectively as a team member.
- ♦ The ability to work under pressure.
- ♦ Discretion.
- ♦ Good management and organisational skills.
- ♦ A sense of initiative.
- ♦ Flexibility as regards both working hours and location.
- ♦ National security clearance at EU SECRET level. Such clearance needs to be obtained by the candidates from their relevant national authorities before secondment to the General Secretariat of the Council. The clearance must be valid for the entire period of secondment. If not, the General Secretariat reserves the right to refuse the secondment as national expert.

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

- ♦ Candidates must be nationals of one of the Member States of the European Union and enjoy full rights as a citizen.
- ♦ Candidates must have fulfilled any obligations imposed by the laws concerning military service.

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

[For more information concerning the selection process, please contact Mr Serge Kerkhofs, tel. +32 2 281 8063, email: [serge.kerkhofs@consilium.europa.eu](mailto:serge.kerkhofs@consilium.europa.eu)].