



Council of the European Union  
General Secretariat

Directorate-General Administration  
Directorate Human Resources and Personnel Administration  
*The Director*

His/Her Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by e-mail)

19 JUIN 2015

Brussels,

**Subject:** Secondment of a national expert to the General Secretariat of the Council,  
DGA (Administration), Directorate 4 (Finance): Unit Projects and Financing  
(ATHENA<sup>1</sup>)

Ref.: END/10/2015 (6210)

Dear Sir / Madam,

The Administrator of ATHENA, the financing mechanism for EU-led military operations, intends to recruit a seconded national expert. The possibility of this action was firstly detailed in doc.12-0408 dated 26 July 2012 and more specifically in doc.15-0337 dated 1 June 2015 to the Special Committee (copies attached).

As explained in the attached notes, the General Secretariat of the Council provides personnel for tasks related to ATHENA. However, given the continuously high workload generated by 5 ongoing military operations for which common costs are financed by the ATHENA mechanism and the establishment of EUNAVFOR MED as the sixth operation, there is a continuous need to apply the approach foreseen in doc. 12-0408 to recruit a national expert.

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<sup>1</sup> Council Decision (CFSP) 2015/528, Official Journal L 84 of 28.03.2015.

Council Decision 2007/829/EC of 5 December 2007 establishes the arrangements under which the national expert will be recruited. In accordance with article 1 of this Decision seconded national experts must be nationals of an EU Member State.

It should be noted that the Special Committee of 15 June 2015 has agreed that all costs incurred by the General Secretariat of the Council in the hiring of a national expert, including the allowances, will be reimbursed to the Council from the ATHENA budget (see doc.15-0350 point 1 attached - Outcome of Proceedings of the Special Committee of 15 June 2015).

The professional profile required is set out in the annex. The expert should take up his/her duties at the General Secretariat of the Council by 1 October 2015. The initial period of secondment will be for one year, renewable, subject to approval by the ATHENA Special Committee, with a maximum of 4 years.

I would kindly ask you to forward this request for applicants to the appropriate departments of your national administrations.

Applications accompanied by a detailed curriculum vitae and a motivation letter must be submitted via the national administrations and must indicate the responsible national contact point for each candidate. They must be submitted by electronic mail not later than **10 July 2015** to the following address: **service.recrutement-END@consilium.europa.eu**.

The relevant department together with the Human Resources Directorate will 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.

Further information concerning the nature of the post may be obtained from Mr Uwe HARMS, tel. +32 (0)2 281 5012, e-mail: [uwe.harms@consilium.europa.eu](mailto:uwe.harms@consilium.europa.eu).

Sincerely yours,

Cesira d'Aniello

Annexes 2

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

**DG A, Directorate 4 "Finance"  
Unit Projects and Financing (ATHENA<sup>1</sup> mechanism)**

Ref.: END/10/2015 (6210) - 1 post

**Job description**

**A. Main tasks and responsibilities**

As an SNE at Administrator level in the Projects and Financing unit, the expert will be called upon to:

- Contribute to strategic planning for ATHENA, including planning for new military operations;
- Monitor and support implementation of the ATHENA budget by operations and provide advice to military operations on financial/contract management;
- Give advice and draw up documents on budgetary and/or financial rules and procedures;
- Contribute to the drafting of documents for the Special Committee;
- Train ATHENA operational staff in Brussels or on site;
- Deploy in operational areas to launch/support/monitor an operation and its financial activities.

Other tasks might be allocated to the expert according to the needs of the service.

**B. Qualifications and experience required**

Applicants should:

- Have completed a university, higher or military school education, as attested by a diploma, or have equivalent professional experience;
- Have at least 5 years working experience in the field referred to in point A above. Experience should preferably have been gained in the financial management of military operations. Experience in EU military operations would be considered as an asset;

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<sup>1</sup> Council Decision (CFSP) 2015/528, Official Journal L 84 of 28.03.2015.

- Have a thorough knowledge of one EU language and a satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interest of the service, as drafting and editing skills are required, a thorough written command of English is required, and French will be considered an asset.

### **C. Conditions and skills required**

- Experience in military operations, preferably EU military operations;
- Ability to conduct missions to areas where EU military operations are deployed;
- Good (oral and written) communication skills;
- Good analytical skills (problem-solving skills);
- Ability to assume a heavy workload and work effectively as a team member;
- Good working knowledge of standard IT and office equipment, (EXCEL, WORD);
- Sense of initiative;
- Flexibility/adaptability;
- Discretion;
- Good organisational capabilities.

### **D. Security clearance**

National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate(s) from his/her relevant authorities before his/her secondment at the General Secretariat of the Council. This clearance must be valid for the whole period of the secondment. If not, the General Secretariat reserves the right to refuse the secondment of the national expert.

### **E. General conditions**

Applicants must:

- Be nationals of one of the Member States of the European Union and employment of full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service.

The General Secretariat of the Council applies an equal opportunities policy