



**Council of the European Union**  
General Secretariat

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

His/Her Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by e-mail)

Brussels,

**20 MAI 2016**

**Subject: Secondment to the General Secretariat of the Council of a national expert  
Counter-Terrorism Coordination**

Ref.: END/3/2016 (3229)

Dear Sir / Madam,

The fight against terrorism remains extremely high on the international and EU agenda and the Council's workload on this important issue continues to increase. Given the increased workload, an additional SNE position has been granted to the EU Counter-Terrorism Coordinator. Therefore, the General Secretariat of the Council needs to recruit a seconded national expert in order to assist and advise the EU Counter-Terrorism Coordinator on all aspects of EU counter-terrorism policy.

The duration of the secondment is two years, with the possibility of extension to a maximum of four years in total. Please note that according to Article 5 of Council Decision 2015/1027/EC, this secondment could be extended for an additional period of up to two years in exceptional cases. The qualifications and experience required are set out in the Annex. The expert should take up their duties at the General Secretariat of the Council by 1 September 2016.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 on the rules applicable to national experts on secondment to the General Secretariat of the Council (2015/1027/EC, OJ L 163, 30.06.2015, repealing Decision 2007/829/EC). According to Article 2 of this Decision, seconded national experts should 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's submission. Submissions shall be accompanied by a curriculum vitae detailing all posts held until present as well as education, and by a letter stating the motivation for the application.

Replies to this letter should be sent by e-mail, no later than **20 June 2016** to the following address: **[service.recrutement-END@consilium.europa.eu](mailto:service.recrutement-END@consilium.europa.eu)**.

The EU Counter-Terrorism Coordinator, 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 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 of the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Christiane Hoehn (tel. +32 2 281 5380, e-mail: [christiane.hoehn@consilium.europa.eu](mailto:christiane.hoehn@consilium.europa.eu)), Office of the EU Counter-Terrorism Coordinator.

Yours faithfully,



Kim FREIDBERG

Annex

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

**Services attached to the Secretary-General  
Counter-Terrorism Coordination**

*Ref.: END/ - 1 post*

**Job description**

**A. Tasks and responsibilities**

As adviser to the Coordinator, the expert will be called upon to:

- Under the authority of the EU Counter-Terrorism Coordinator (EU CTC), be responsible for coordination of counter-terrorism (CT) and countering violent extremism (CVE) related initiatives, including the soft policies addressing underlying factors of radicalization, both inside the EU and with third countries, with a particular focus on home affairs, including cyber security and security research.
- Identify areas for further CT and CVE cooperation within the EU and with third countries and contribute actively to setting up CT projects, both inside and outside the EU. Provide substance, ideas and work with the EU institutions, Member States and other players on implementation.
- Continuously keep up-to-date with a broad range of issues related to terrorism in an in-depth manner, including by extensive research and reading. Maintain an overview of activities relevant to terrorism in the context of their files under discussion in all Council bodies and working parties, as well as of relevant developments at the Commission, the European External Action Service or the European Parliament. Attendance at working parties as appropriate.
- Attend meetings alongside the Coordinator, including in third countries, or - often - on his behalf. Replace the EU CTC and intervene on behalf of the EU CTC in the European and international context. Speak frequently in public.
- Promptly draft numerous policy papers, including for the Council, speeches and other written input.
- Prepare and advise the EU CTC on the technical and policy/political aspects of a broad range of complex files, evaluate implementation and identify areas for further progress.

- Handle the files proactively, continuously and autonomously with the relevant actors and contribute comments, input and new ideas.
- Liaise and coordinate closely with EU institutions and agencies, Member States, third countries, international organizations and think tanks.
- Facilitate close links between high level authorities dealing with CT in the home country and the EU CTC.

## **B. Qualifications and experience required**

### **Essential:**

- A university degree (Master's degree)
- Experience of working with security actors in the home country
- Excellent written and spoken English and a satisfactory knowledge of another official language of the European Union<sup>1</sup>
- Experience in home affairs and international relations
- Experience of policy making relevant to the internal and external aspects of security and counter-terrorism

### **Advantageous:**

- Experience in a senior-level position in the home country and/or overseas
- Experience of working in an international environment
- Experience/knowledge of the functioning of the EU in the field of security (internal and external)
- A good command of French

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

- Willingness and capacity to work in a fast-paced, demanding and politically sensitive environment with a heavy workload
- Ability to quickly master both the technical and political aspects of a broad variety of complex files and proactively provide forward-looking advice
- Excellent drafting, communication (oral and written) and networking skills
- Strong sense of political judgment
- Result driven

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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, Swedish.

- Strong sense of initiative, creativity, autonomy and responsibility
- Readiness and availability to travel frequently within and outside the EU, including to high-risk countries
- Ability to work effectively as a team member
- Discretion
- Be in possession of an EU SECRET security clearance. Such clearance must be obtained by the candidate from their relevant Authorities before their secondment to the General Secretariat of the Council. This clearance must be valid for the whole duration of the secondment. If not, the General Secretariat reserves the right to refuse the secondment as national expert

**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.

**Further information on the nature of the post can be obtained from Ms Christiane Hoehn, (+32 2 2815380 - [christiane.hoehn@consilium.europa.eu](mailto:christiane.hoehn@consilium.europa.eu)), Office of the EU Counter-Terrorism Coordinator.**