



**Council of the European Union**  
General Secretariat

Directorate-General for Organisational Development and Services  
Directorate for Human Resources  
*The Director*

His /Her Excellency the Ambassador  
Permanent Representative of the Member States to the  
European Union

(by e-mail)

Brussels, 23 March 2023

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

Ref.: SNE/04/2023 (CTC) - 1 post (350190)

Dear Sir or Madam,

The fight against terrorism remains high on the international and EU agenda and the Council's workload on this important issue continues to increase. Now that the secondment of one of the national experts working in this area has come to an end, the General Secretariat of the Council needs to recruit a cost-free 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 2 years, with the possibility of extension to a maximum of four years in total. Please note that according to Article 5 of Council Decision (EU) 2015/1027, this secondment could be extended for an additional period of up to two years in exceptional cases.

The job description, which details the qualifications and experience required, is annexed hereto.

The conditions of the secondment 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 (decision (EU) 2015/1027, 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.

According to Article 6, the expert's employer shall continue to pay the expert's salary and all social rights, in particular those concerning social security, insurance and pension.

Furthermore, according to Article 1 of this Decision, Articles 18, 19, and 20 are not applicable to any experts on cost-free secondment. In practice, cost-free seconded experts are not entitled to any allowances and travel expenses reimbursements by the General Secretariat of the Council.

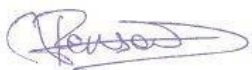
Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held to date as well as education, and by a letter stating the motivation for the application. Only applications in English or French will be accepted.

Replies to this letter should be sent by e-mail, no later than **1 May 2023, 17:00 pm Brussels' time**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@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 will decide on the appointment based on the outcome of the selection procedure.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Ms Christiane Hoehn, Principal Advisor to the EU Counter-Terrorism Coordinator (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.

Sincerely yours,



**Nathalie Pensaert**

## **Annexes**

Annex 1 - Job description

**Cost-free 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.: SNE/04/2023 (CTC) - 1 post (350190)

**Job description**

**A. Main tasks and responsibilities**

As adviser to the EU Counter-Terrorism Coordinator (EU CTC), the expert will be called upon to:

- Under the authority of the EU CTC, be responsible for the coordination of initiatives relating to counter-terrorism (CT) as well as preventing and countering violent extremism (PCVE), with a view to enhancing the security of EU citizens. The Adviser will have a particular focus on internal and digital files
- Identify relevant areas for cooperation, provide substance and ideas, and work with the EU institutions, Member States and other players on implementation
- Keep continually up-to-date with a broad range of issues related to terrorism, 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 and the European Parliament. Attend working parties as appropriate
- Attend meetings alongside the EU CTC, including in third countries, or – often – on his behalf. Replace the EU CTC and intervene on his behalf in European and international contexts. Speak frequently in public
- Promptly draft numerous policy papers (including for the Council), speeches and other written input, as well as prepare and report on key meetings and visits of the EU Counter-Terrorism Coordinator
- 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 or of concern
- 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 organisations, the private sector, academia and think tanks
- Facilitate close links between high-level authorities dealing with CT in their home country and the EU CTC. Facilitate links between several other Member States and the EU Counter-Terrorism Coordinator
- Be responsible for the EU Counter-Terrorism Coordinator's relations with certain third countries, as well as relevant international organizations and fora

## **B. Qualifications and experience**

### **Essential:**

- A university degree (Master's degree or above)
- Excellent written and spoken English and a satisfactory knowledge of at least one other official language of the European Union<sup>1</sup>
- Experience of policy-making relevant to security
- Experience/knowledge of the functioning of the EU in the field of security (internal and external) and experience of political messaging in this sensitive policy area
- Experience in international relations
- Ability to work independently
- Show excellent inter-personal skills and team spirit, as a dependable and effective colleague

### **Advantageous:**

- Experience in a senior-level position in the home country and/or overseas
- Experience of working with security and/or counter-terrorism actors at national, EU and international level
- Experience related to the Terrorism Working Party
- Experience related to digital files
- Experience of working in an international environment
- A good command of French

## **C. Conditions and skills 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
- Strong sense of initiative, creativity, autonomy and responsibility
- Readiness and availability to travel frequently within and outside the EU
- Discretion

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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.

## **D. 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

## **E. General conditions**

Applicants must:

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

The General Secretariat of the Council applies a diversity and inclusion policy.

Further information on the nature of the post can be obtained from Ms Christiane Hoehn, Principal Advisor to the EU Counter-Terrorism Coordinator (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.

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