

Notice of vacancy CONS/TA-AD/JAI AD7

GENERAL INFORMATION	
Department	JAI.1 : HOME AFFAIRS
Place of work	Brussels
Title of post	Administrator
Function group and grade	Temporary staff - AD 7

DEADLINE FOR APPLICATIONS	8 November 2022 at 12.00 (midday), Brussels time
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1. WHO WE ARE

The General Secretariat of the Council (GSC) ensures that the European Council and the Council operate smoothly, and lends them all the assistance they need to perform the duties conferred on them by the Treaties of the European Union.

The GSC is organised in eight directorates-general, around 30 directorates and approximately 100 units. It has approximately 2 900 permanent staff from all EU Member States.

Directorate 1 "Home Affairs" (JAI.1) of DG "Justice and Home affairs" supports the Council and its rotating Presidency, as well as the European Council and its President, in developing the relevant EU policies and identifying priorities for actions in the area of migration, asylum and internal security. Within Directorate JAI.1, the Internal security and counter terrorism team is responsible for the handling of policy and legislative files in the area. Under the direct supervision of the JAI.1 Director, the team supports the smooth functioning of the Standing Committee on Internal Cooperation on Internal Security (COSI) and its Support Group, as a well as the Law Enforcement Working Party – Police and Customs and the Counter Terrorism Working Party. The coordination of the team and the COSI proceedings specifically is ensured by a Head of Unit equivalent. A number of topics with horizontal implications are dealt with in this context, including in relation to technological developments and their impact for internal security, e.g. artificial intelligence, 5/6G, encryption, follow the money, and the external-internal security nexus. An important element in the work is proactive interaction with other entities in the GSC, the Commission, EU Agencies (in particular EUROPOL, Frontex), the EEAS, as well as the rotating Presidency of the Council.

2. WHAT WE OFFER

We offer the opportunity to work in a dynamic and motivating environment with ample possibilities to bring in proactive thinking and relevant experience. The job holder will be involved in shaping strategic policy debates with horizontal implications in the area of internal security and counter- terrorism taking into account wider developments and links with other relevant policy areas. This includes for instance the impact of technological developments on internal security (AI, 5/6G, EU Innovation Hub for Internal security), digitalisation of policing, fostering a multidisciplinary approach and interagency cooperation in the area of internal security, or the repercussions of the war in Ukraine on internal security. The jobholder will help prepare and follow up of debates from working party to Council (ministerial) level, including drafting of policy notes and briefs. S(he) will work closely with other members of the team under the coordination of the Head of Unit equivalent and the direct supervision of the Director for Home Affairs. The tasks assigned will be varied and demand a high degree of autonomy, adaptability and discretion.

Successful candidates may be offered contracts as temporary staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants (CEOS)¹ .

¹ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 – <http://eur-lex.europa.eu>.

3. PURPOSE OF POST

- The post is intended to strengthen the JAI.1 capacity to provide the necessary support to the Presidency in the wider effort to foster a comprehensive approach to security. The job holder will reinforce the expert capacity of the team in this context by proactively identifying and developing synergies with relevant policy areas. In doing so s(he) should identify and initiate autonomously contacts with relevant counterparts internally in the GSC and externally to draw on their expertise and to coordinate their input in order to independently produce high quality policy papers.

4. TASKS

The successful candidate would be required to:

- Keep abreast of wider developments in the field of internal security and counter terrorism in order to pro-actively identify upcoming issues and cross-cutting aspects and suggest solutions,
- Prepare and follow-up relevant files in support of the COSI activities, including all necessary research, planning, analysis, monitoring and follow up
- Draft policy papers and notes; provide briefings and advice to the Presidency of the Council, the PEC and the hierarchy
- Represent the GSC in meetings, e.g. the Steering group of the EU Innovation Hub for Internal Security
- Maintain an overview of the activities relevant to internal security in the context of files under discussion in other Council formations or preparatory bodies, as well as of relevant developments at the Commission, the European External Action Service, the European Parliament and relevant EU agencies.
- Maintain relations and coordinate with other Council working groups, relevant Commission services, EEAS, EU agencies and national administrations;
- Attend meetings and prepare meeting records

5. WORKING ENVIRONMENT

Workplace: Justus Lipsius

Flexible working hours in accordance with service needs.

6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

6.1. General conditions

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved;
- have fulfilled any obligations imposed by national laws concerning military service.

6.2. Specific conditions

(a) i) Education

Have a level of education which corresponds to completed university studies, attested by a diploma recognised in one of the Member States of the European Union (when the normal period of university education is four years or more) ;

ii) Knowledge of languages

Have an excellent knowledge of English and a good knowledge of French.

and

(b) Professional experience

- Have at least 5 years of professional experience related to the area of internal security, acquired after having obtained the diploma giving access to the selection, with a proven track record of working on the development of internal security policies and autonomous drafting of policy notes for senior decision-makers.

The applicable provisions of the CEOS provide that agents may be engaged only on condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

Applicants must fulfil all the conditions for admission at the time of applying.

7. SELECTION CRITERIA

7.1. Essential

- strong analytical skills;
- strong sense of initiative and proactive thinking(key competence);
- excellent drafting skills (key competence);
- ability to work systematically in autonomous manner(key competence);
- ability to handle information with discretion;
- a strong sense of responsibility;
- ability to adapt and reorganise priorities, as necessary, while performing effectively;
- very good interpersonal communication skills with the ability to build trusting relationships with a range of interlocutors in an international and multicultural environment;
- ability to work independently and in a team;
- profound knowledge of the functioning of the Council and the role of the GSC;

7.2. Advantageous

- Prior experience in a law enforcement authority or agency or Ministry of Interior;
- Knowledge of technological developments and their impact on law enforcement;
- Any other knowledge of another official language of the European Union¹, other than English and French.

8. OTHER CONDITIONS TO BE FULFILLED UPON RECRUITMENT

The duties to be performed requires security clearance allowing access to classified documents (up to EU SECRET level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2013/488/EU of 23 September 2013. Failure to obtain the required security clearance may lead to early termination of the contract.

¹ 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 and Swedish.

9. RECRUITMENT CONDITIONS

The maximum duration of the contract will be four years, renewable for a further period not exceeding two years. Under Article 8 of the CEOS, 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 7 step 1 with a basic monthly salary indicated in Article 66 of the Staff Regulations, in force at the time of recruitment¹.

In addition to the basic salary, the member of temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

Candidates are informed that if they are selected, they may carry on an outside professional activity subject to the following conditions:

- the sole aim of the activity must be to maintain one or more of their professional qualifications;
- in accordance with Article 11 of the Staff Regulations ², the activity must in no way constitute a conflict of interest such as is likely to compromise the duty of independence or loyalty incumbent upon officials; and, prior to recruitment, it must be indicated or declared in the form provided for in the third paragraph of Article 11 of the Staff Regulations ;
- once recruited, they must first formally request permission in line with Article 12b of the Staff Regulations ;
- they must comply with the conditions and limits set out in this regard in the GSC's internal rules on outside activities.

10. HOW TO APPLY?

You may apply by sending a complete CV together with a motivation letter to temporary.staffing.requests@consilium.europa.eu clearly mentioning the reference of the call for applications **CONS/TA-AD/JAI AD7**.

Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).

¹ At date of publication, the amount corresponding to grade 7 step 1 in function group AD is EUR 6.251,08. . Article 66 of the Staff Regulations applies by analogy to temporary agents by virtue of Article 20 of the CEOS.

² . Articles 11 to 26 of the Staff Regulations apply by analogy to temporary agents by virtue of Article 11 of the CEOS.