



**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 email)

Brussels, 15 May 2024

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

Ref.: SNE/05/2024 (CTC) - 1 post (313022)

Dear Madam/Sir,

The fight against terrorism remains high on the international and EU agenda. 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, in particular on legal, law-enforcement and judicial aspects.

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

The duration of the secondment will be two years, with the possibility of extending it to a maximum of four years in total. Please note that, in accordance with Article 5 of Council Decision (EU) 2015/1027, the secondment could be extended for an additional two years in exceptional cases.

The expert should take up their duties at the General Secretariat of the Council by **1 September 2024**.

The conditions of the secondment are set out in the Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council (Council Decision (EU)

2015/1027, OJ L 163, 30.6.2015, repealing Decision 2007/829/EC). According to Article 2 of that Decision, seconded national experts must be nationals of an EU Member State.

According to Article 6 of the Decision, the expert's employer must 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.

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

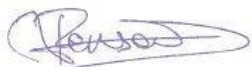
Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held by the candidate to date as well as their education, and by a motivation letter.

Replies to this letter should be sent by email, no later than **17:00 CET on 14 June 2024**, 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. The General Secretariat of the Council may also decide to use the list of suitable candidates to fill future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Ms Lise Wandel-Petersen, tel. +32 (0)2 281 7129, email: [lise.wandel-petersen@consilium.europa.eu](mailto:lise.wandel-petersen@consilium.europa.eu).

Yours sincerely,



**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/05/2024 (CTC) - 1 post (313022)

**Job description**

**A. Main tasks and responsibilities**

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

- Be responsible for the coordination of initiatives relating to counter-terrorism (CT), in particular law-enforcement, judicial and legal aspects as well as relations with third countries and international organisations;
- Identify areas for CT/law-enforcement and judicial cooperation within the EU and with third countries and contribute actively to setting up CT projects and initiatives, both inside and outside the EU;
- Keep up-to-date with a broad range of issues related to terrorism, including by extensive research and reading, in particular on legal, law-enforcement and judicial aspects;
- 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;
- 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 CTC;
- 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;
- Attend working parties and meetings alongside the EU CTC, including in third countries, often on his/her behalf;
- Replace the EU CTC and act on his/her behalf in European and international contexts;
- 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 Member State, other Member States and the EU CTC.

## **B. General conditions**

According to the Decision,<sup>1</sup> applicants must:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment;
- have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions relevant to the performance of the duties assigned to them;
- be nationals of one of the Member States of the European Union;
- have a thorough knowledge of one official language of the Union and a satisfactory knowledge of a second language for the performance of their duties.

## **C. Qualifications and experience**

Applicants should:

- Have completed university (master's degree or above as an asset), higher or military schools' education, as attested by a diploma, or have equivalent professional experience;
- Have relevant experience working with security actors in their Member State and in policy-making relevant to the external aspects of security and counter-terrorism;
- Have a thorough knowledge of one EU official language<sup>2</sup> and a satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interest of the service, since the post requires drafting and editing skills, a thorough command of written English is required, and French would be considered an asset;

The following experiences would be an asset:

- Have experience working abroad/in an international environment, especially in EU relations, with thirds countries and international organisations;
- Have previous experience as a counter-terrorism official, investigator or prosecutor in their EU Member State;
- Have strong legal background (qualified lawyer or practitioner).

## **D. Required skills**

- Possess a good understanding of working in a politically sensitive environment;
- Ability to work independently and in support of the EU CTC, as well as showing excellent interpersonal skills and a team spirit;
- Willingness and capacity to work in a fast-paced, demanding and politically sensitive environment with a heavy workload;
- Handle the files proactively, continuously and autonomously with the relevant actors, and contribute comments, input and new ideas;

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<sup>1</sup> Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council.

<sup>2</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 and Swedish.

- Work quickly on 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, initiative, creativity, autonomy and responsibility;
- Result-driven;
- Discretion.

The expert should be ready and available to travel frequently within and outside the EU.

## **E. 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

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds and on the broadest possible geographical basis amongst the EU Member States.

Please find here the [link](#) to the privacy statement about the treatment of your personal data.

Further information on the nature of the post can be obtained from Ms Lise Wandel-Petersen, (tel. +32 2 281 7129, e-mail: [lise.wandel-petersen@consilium.europa.eu](mailto:lise.wandel-petersen@consilium.europa.eu)). Office of the EU Counter-Terrorism Coordinator.

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