

**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/8/2018 (3238) - 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, related to a number of third countries and regions, notably Middle East, Turkey, the Gulf and North Africa (implementation of the Conclusions of the Foreign Affairs Council of 9 February 2015). Focus on the relevant foreign policy and diplomatic aspects will be key. Be responsible for issues related to cooperation with the internet companies and other internal files as well.
- Identify areas for CT/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, including by extensive research and reading, in particular on the external relations/foreign policy 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 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 Union¹
- Experience in international relations
- Diplomatic experience
- Experience in security issues
- 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 related to either the Middle East, Turkey, the Gulf and/or North Africa
- 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

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, Swedish.

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
- 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), Office of the EU Counter-Terrorism Coordinator.