

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

GIP.2: Interinstitutional Relations Directorate

Disinformation and electoral resilience

Ref.: SNE/2/2020 (317566) - 1 post

Job description

A. Tasks and responsibilities

Working in GIP.2 in the General Secretariat of the Council (GSC) in Brussels, under the authority of the Deputy Director of the Interinstitutional Relations Directorate, working closely with Council officials and with other stakeholders, the expert will be called upon to:

- contribute to the preparation, coordination and follow-up work of the European Council and/or the Council and their preparatory bodies;
- draft documents relating to the activities of the European Council and/or the Council and their preparatory bodies;
- analyse political dossiers with a view to facilitating decision-making;
- provide advice, as appropriate, to the President of the European Council and/or members of the Council, the Presidency and the Secretary-General;
- communicate and cooperate with internal and external interlocutors, and in particular: coordinate with the many actors involved in the GSC; liaise with the Commission and the European External Action Service;
- advise and assist the Secretariat, Presidency and the Council in the management of the Horizontal Working Party on Enhancing Resilience and Countering Hybrid Threats, preparation of Council conclusions, input for the European Council, mapping exercises, etc.;
- prepare and contribute to briefs and documents on disinformation/cyber threats;
- monitor developments, at national and EU level;
- follow horizontal matters relevant to the field and prepare synthesis notes on key issues;
- coordinate information flows and responses; analyse and synthesise information for problem-solving.

B. Qualifications and experience required

- A level of education which corresponds to completed university studies in a relevant field, such as strategic communications, security studies, governance, political science or similar.
- Professional experience (at least 3 years) in fighting disinformation, electoral processes, cybersecurity or relevant crisis management.
- A sound understanding of the issues at stake, based on recent and up-to-date experience in areas including, for example: interdepartmental coordination, strategic communication to counter disinformation, cyber threats and/or elections.

C. Skills and abilities required

Professional skills

Language skills:

- Excellent command of English, as well as sound drafting skills.
- Working knowledge of French would be desirable.

Information technology

- Competent user of Microsoft Office tools (in particular Excel for handling statistics/data).
- Understanding of IT security challenges.
- Good grasp of communication and social media tools.

Field of work

- Knowledge of the functioning and procedures of the EU, including of the role of the European Council and Council and of their decision-making processes. Experience in EU policy is an asset.
- Knowledge and relevant experience of efforts to fight disinformation and protect institutions, including elections, at EU level, would be an asset.

Handling information

- Ability to identify the critical facts in complex issues.

Judgement and problem-solving

- Very good judgement of the political environment.
- Ability to assess information objectively.
- Ability to find compromises and synthesise different positions.

Performing tasks and achieving results

- Willingness and capacity to work in a fast-paced, demanding and politically-sensitive environment with a heavy workload.
- Organisation and planning skills, and demonstrable effective coordination and facilitation skills.
- Ability to deliver work to a high standard in accordance with set procedures, within critical and sensitive deadlines.
- Strong political judgement.
- Strong sense of initiative, autonomy and responsibility.
- Readiness and availability to travel within the EU.
- Ability to establish and maintain good contacts with a variety of interlocutors.
- Ability to work effectively as a team member, and to coordinate and work cooperatively across teams and institutions.
- Discretion.

D. Security clearance

- National security clearance at EU SECRET level. Such clearance must be obtained by the candidate(s) from their competent authorities before their secondment to the GSC. This clearance must be valid for the whole period of the secondment. If not, the GSC reserves the right to refuse the secondment as national expert.

E. General conditions

- Be a national 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 an equal opportunities policy.

For more information relating to the selection process, please contact Mr Nicolas Kerleroux (nicolas.kerleroux@consilium.europa.eu, tel. + 32 2 281 8239).