

**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/1/2021

Job description

A. 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) and countering violent extremism (CVE), both related to internal security and cooperation with third countries and regions, notably the Middle East and North Africa.
- Identify relevant areas, 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 or her behalf. Replace the EU CTC and intervene on his or her behalf in European and international contexts. 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 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.

B. Qualifications and experience required

Essential:

- A university degree (Master's degree)
- Excellent written and spoken English and a satisfactory knowledge of another official language of the European Union¹
- Experience of policy-making relevant to security Experience/knowledge of the functioning of the EU in the field of security (internal and external)
- Experience in international relations

Advantageous:

- Experience of working with security and/or counter-terrorism actors at national and international level
- Experience in a senior-level position in the home country and/or overseas
- Experience of working in an international environment
- Experience related to the Middle East and/or North Africa
- 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.
