



**Council of the European Union**  
General Secretariat  
DG ORG - Directorate for Human Resources  
*The Director*

Her/His Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by email)

Brussels, 27 April 2022

**Subject: Secondment to the General Secretariat of the Council of a national expert in the field of crisis management**

Ref.: SNE/5/2022 (RELEX 5)

Dear Sir or Madam,

The Directorate-General for External Relations (DG RELEX) of the General Secretariat of the Council (GSC) is hiring a seconded national expert to work on policy development and implementation of the EU's Integrated Political Crisis Response (IPCR) arrangements and the Solidarity Clause. This expert should have a sound experience of crisis management at a cross-sectoral and strategic level.

The IPCR is the Council's crisis mechanism, supporting Council decision making in the face of major cross-sectoral crises. It was approved by the Council on 25 June 2013 (ST 10708/13). The IPCR also underpins the political response to the invocation of the Solidarity Clause (Article 222 TFEU).

The IPCR was activated for the first time in October 2015 in the context of the migration and refugee crisis. Subsequently it was activated for the COVID-19 pandemic (in 2020) and for the war in Ukraine (in 2022). Thanks to strong support from key stakeholders (Member States, the European Commission, the European External Action Service (EEAS), relevant agencies), it has become an effective tool in coherent agenda-setting and coordinated fact-finding. Each activation entails integrated reports and crisis meetings (roundtables) in support of Council decision making.

The GSC (DG RELEX Directorate 5) supports the operation of the IPCR, working closely with the Commission and the EEAS. RELEX.5 also manages a range of activities in the area of preparedness, resilience and crisis management.

The job description is annexed hereto.

The duration of the secondment is two years, with the possibility of extension to a maximum of four years in total. Please note that according to Article 5 of Council Decision 2015/1027/EC, this secondment could be extended for an additional period of up to two years in exceptional cases.

The qualifications and experience required are set out in the Annex.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 on the rules applicable to national experts on secondment to the General Secretariat of the Council (2015/1027/EC, OJ L 163, 30.06.2015, repealing Decision 2007/829/EC). According to Article 2 of this Decision, seconded national experts should be nationals of an EU Member State.

Member States are hereby invited to propose candidates qualified for this post, which will be available as from 1 September 2022.

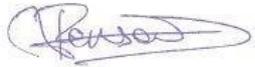
I would be grateful if proposals indicate the national contact point(s) responsible for each candidate's submission. Submissions shall be accompanied by a curriculum vitae detailing all posts held until present as well as education, and by a letter stating the motivation for the application.

Replies to this letter should be sent by e-mail, no later than **30 May 2022, 18:00 pm Brussels time**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@consilium.europa.eu).

The relevant department together with the Human Resources Directorate, shall examine the applications received, decide which candidates to shortlist, and conduct the interviews. The Appointing Authority shall 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 cover possible future vacancies of the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Nicolas Kerleroux tel. +32 (0)2 281 8239, e-mail: [nicolas.kerleroux@consilium.europa.eu](mailto:nicolas.kerleroux@consilium.europa.eu)

Sincerely yours,



**Nathalie Pensaert**

### **Annexes**

Annex 1 - Job description

**Seconded National Expert (SNE)  
at the General Secretariat of the Council of the European Union  
DG RELEX, Directorate 5 – Security and Crisis Management**

Ref.: SNE/5/2022 (RELEX)

**Job description**

**A. Main tasks and responsibilities**

Under the authority of the Director of RELEX.5, contributing to the work of the General Secretariat of the Council (GSC) on the EU Integrated Political Crisis Response Arrangements (IPCR) and the Solidarity Clause (Article 222 TFEU), the selected candidate is expected to perform the following tasks:

- draft and review policy documents and option papers;
- provide advice to his or her hierarchy as required and to the Presidency as requested;
- conduct analytical work both during cross-sectoral crises and outside times of crisis;
- support IPCR crisis-related activities when the IPCR is in active mode, including support to the IPCR roundtables;
- contribute to the development of proposals for action and to the Presidency's political-strategic guidance;
- support work on the IPCR Web Platform, providing advice and expertise on its further development and for its daily running;
- prepare and support meetings at different levels, including those on preparedness, resilience and crisis management and in the relevant expert groupings (such as the informal crisis communicators' network (CCN) or the network of DGs of national crisis centres);
- provide support for the planning and conduct of IPCR exercises and to relevant Commission, EEAS or Presidency-led exercises involving an IPCR dimension;
- provide national experience at GSC level and establish contacts with Member States' competent authorities;
- participate in trilateral meetings between the GSC, the Commission and the EEAS;
- support the work of the Directorate as requested on matters within its area of competence (security, civil protection, consular cooperation, hybrid threats).

## **B. Qualifications and experience**

Applicants should:

- have completed a university education, as evidenced by a diploma, or have equivalent professional experience;
- have at least five years of work experience in fields relevant to the tasks in point A above. That experience should have been gained in governmental or international organisations in the field of crisis management;
- cross-sectoral expertise as well as proven experience in coordinating crisis response at political level would be an asset;
- have a clear understanding of the EU institutional set-up;
- a thorough knowledge of one EU language and a satisfactory knowledge of a second language is required for the performance of these duties. In practice, in the interests of the service, as drafting, editing and communication skills are especially needed, a thorough written and oral command of English is required, as well as a good knowledge of French.

## **C. Conditions and skills required**

Applicants should demonstrate:

- an ability to take an analytical and critical approach to complex issues and problems;
- adaptability and autonomy;
- a sense of initiative and strong organisational skills;
- discretion;
- an ability to work under time pressure and in difficult circumstances;
- sound drafting and editing skills with the ability to conduct or assist in conducting complex briefings;
- good interpersonal skills and an ability to work with staff at all levels of the organisation;
- an ability to work effectively as a team member in a multinational environment;
- national security clearance at a level equivalent to EU SECRET. Such clearance needs to be obtained from the competent authorities before secondment to the GSC. The clearance must be valid for the entire period of secondment. In its absence, the GSC reserves the right to refuse secondment as a national expert.

#### **D. 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.

#### **E. General conditions**

Applicants must:

- be nationals 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.

Further information on the nature of the post can be obtained from Mr Nicolas Kerleroux, Director, RELEX.5: tel. +32 (0)2 281 8239, e-mail: [nicolas.kerleroux@consilium.europa.eu](mailto:nicolas.kerleroux@consilium.europa.eu)

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