

**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/11/2022 (RELEX) - 1 post (384145)

**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 a diversity and inclusion 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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