



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

His or Her Excellency the Ambassador  
Permanent Representative of the Member States to the  
European Union

(by e-mail)

Brussels, 30 September 2022

**Subject: Secondment to the General Secretariat of the Council of a national expert in the field of analysis and research**

Ref.: SNE/10/2022 (GSC.ART) - 1 post (350067)

Dear Sir or Madam,

The Analysis and Research Team of the General Secretariat of the Council (GSC) is hiring a seconded national expert to carry out policy analysis and conduct research as part of its support for the work of the Council and European Council. This expert should have experience in the area of policy analysis and planning, and preferably some understanding of the use of foresight as a tool to assist in policy-making.

The Analysis and Research Team was set up in 2020 to provide analysis and foresight in support of strategic planning and policy-making over the medium to long term. It carries out specific research and analytical tasks related to cross-cutting issues that are of relevance to the two institutions but go beyond their day-to-day business. It is answerable directly to the Secretary-General.

In its first two years it has produced a wide range of written material on issues as diverse as the rise of populism, the metaverse, strategic autonomy and various papers on geopolitical topics. It has also engaged with think tanks and the academic community and organised talks by experts from outside the EU institutions to encourage the flow of information and ideas. It has used the tool of strategic foresight to look at issues from a longer-term perspective, and publishes a 'Forward Look' paper at the beginning of each year.

The job description is attached.

The duration of the secondment is two years, with the possibility to extend it 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 two years in exceptional cases. The expert should be available to take up the post at the General Secretariat of the Council from mid-January 2023.

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.

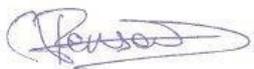
Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held to date as well as education, and by a letter stating the motivation for the application.

Replies to this letter should be sent by e-mail, no later than **31 October 2022, 18.00 CET**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@consilium.europa.eu).

The relevant department, together with the Human Resources Directorate, will examine the applications received, decide which candidates to shortlist, and conduct the interviews. The Appointing Authority will 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 with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Guy MILTON, Head of the Analysis and Research Team, tel. +32 (0)2 281 8519, e-mail: [guy.milton@consilium.europa.eu](mailto:guy.milton@consilium.europa.eu)

Yours sincerely,



**Nathalie Pensaert**

## **Annexes**

Annex 1 - Job description

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

**Analysis and Research Team (ART) – service attached to the Secretary-General**

Ref.: SNE/10/2022 (GSC.ART) - 1 post (350067)

**Job description**

**A. Main tasks and responsibilities**

Under the authority of the Head of ART and the Cabinet of the Secretary-General, and in support of the work of the Council and European Council, the selected candidate is expected to perform the following tasks:

- Monitor relevant developments in Europe and globally, with a focus on areas of particular interest to ART.
- Carry out research and analysis on agreed policy areas as part of preparing the team's written products for internal or external use.
- Where acting as lead for a written product, prepare initial proposals on scope and content of papers, organise team discussions, coordinate and contribute to the drafting.
- As lead, oversee the finalisation of papers, including the creation of appropriate supporting graphic material.
- Develop and maintain contacts with colleagues both within the GSC and from other institutions, as well as with outside experts (think tanks, NGOs, business, academia, etc.) in areas of interest to ART. Contribute to the work of the ESPAS.
- Propose and organise events involving GSC officials and appropriate external participants.
- Provide input, comments and suggestions on issues during team brainstorming sessions, and contribute where appropriate to ART products on issues where other colleagues are taking the lead.
- Provide substantive input to the team exercise of preparing and drafting the 'Forward Look' paper, as well as the end of year ART newsletter.
- Contribute to the overall development of ART through suggestions on organisation, products and outreach.

## **B. Qualifications and experience**

Applicants should:

- have completed a university education, as evidenced by a diploma, or have equivalent professional experience;
- have at least three years of work experience in fields relevant to the tasks in point A above. That experience should have been gained within governmental or international organisations;
- have a clear understanding of the EU institutional set-up;
- have a thorough knowledge of one EU language and a satisfactory knowledge of a second language. In practice, since drafting, editing and communication skills are an important part of the job, a thorough written and oral command of English, as well as a good knowledge of French, is required.

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

- Excellent analytical skills
- Intellectual curiosity and rigour
- Strong political acumen
- Excellent drafting skills
- Capacity to identify opportunities and take initiatives
- Ability to work within a close-knit team
- Willingness to develop and use wider networks
- Oral presentation skills

#### **D. 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 Guy MILTON, Head of the Analysis and Research Team, tel. +32 (0)2 281 8519, e-mail: [guy.milton@consilium.europa.eu](mailto:guy.milton@consilium.europa.eu)

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