

**Cost-free 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.: SNE/04/2023 (CTC) - 1 post (350190)

Job description

A. Main 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) as well as preventing and countering violent extremism (PCVE), with a view to enhancing the security of EU citizens. The Adviser will have a particular focus on internal and digital files
- Identify relevant areas for cooperation, 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 behalf. Replace the EU CTC and intervene on his behalf in European and international contexts. Speak frequently in public
- Promptly draft numerous policy papers (including for the Council), speeches and other written input, as well as prepare and report on key meetings and visits of the EU Counter-Terrorism Coordinator
- 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 or of concern
- 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. Facilitate links between several other Member States and the EU Counter-Terrorism Coordinator
- Be responsible for the EU Counter-Terrorism Coordinator's relations with certain third countries, as well as relevant international organizations and fora

B. Qualifications and experience

Essential:

- A university degree (Master's degree or above)
- Excellent written and spoken English and a satisfactory knowledge of at least one other 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) and experience of political messaging in this sensitive policy area
- Experience in international relations
- Ability to work independently
- Show excellent inter-personal skills and team spirit, as a dependable and effective colleague

Advantageous:

- Experience in a senior-level position in the home country and/or overseas
- Experience of working with security and/or counter-terrorism actors at national, EU and international level
- Experience related to the Terrorism Working Party
- Experience related to digital files
- Experience of working in an international environment
- A good command of French

C. Conditions and skills 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
- Discretion

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.

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 Ms Christiane Hoehn, Principal Advisor to the EU Counter-Terrorism Coordinator (tel. +32 2 281 5380, e-mail: christiane.hoehn@consilium.europa.eu), Office of the EU Counter-Terrorism Coordinator.
