

**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/08/2023 (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 experience of working on EU issues, either within an EU institution or a national administration;
- be familiar with policy analysis and planning;
- 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
