

**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/02/2024 (RELEX.5) - 1 post (401439)

**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 TFUE), the selected candidate is expected to perform the following tasks:

- draft and review policy documents and option papers;
- provide advice to his/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;
- prepare and support meetings at different levels, including those on preparedness, resilience and crisis management and of 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;
- support work on the IPCR Web Platform, providing advice and expertise on its further development and for its daily running;
- participate in trilateral meetings between the GSC, Commission and 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 3 years of direct working experience in fields relevant to the tasks in point A above. That experience should have been gained in the field of crisis management; within governmental or international organisations ;
- 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;
- have a thorough written and oral command of English as drafting, editing and communication skills are especially needed. A good knowledge of French would be an asset.

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

- Ability to tackle complex issues and problems in an analytical fashion and with a critical approach;
- Adaptability and autonomy;
- Sense of initiative and of organisation;
- Discretion;
- Ability to work under time pressure and in difficult circumstances;
- Sound drafting and editing skills with an 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;
- Ability to work effectively as a team member in a multinational environment;

### **D. Security clearance**

National security clearance at EU SECRET level. 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**

According to the Decision <sup>1</sup> applicants must:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment;
- have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions relevant to the performance of the duties assigned to them;
- be nationals of one of the Member States of the European Union;
- have a thorough knowledge of one official language of the Union and a satisfactory knowledge of a second language for the performance of their duties.

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds and on the broadest possible geographical basis amongst the EU Member States.

Please find here the [link](#) to the privacy statement about the treatment of your personal data.

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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<sup>1</sup> Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council