

**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/05/2024 (CTC) - 1 post (313022)

Job description

A. Main tasks and responsibilities

As an adviser to the EU Counter-Terrorism Coordinator (EU CTC), the expert will be called upon to:

- Be responsible for the coordination of initiatives relating to counter-terrorism (CT), in particular law-enforcement, judicial and legal aspects as well as relations with third countries and international organisations;
- Identify areas for CT/law-enforcement and judicial cooperation within the EU and with third countries and contribute actively to setting up CT projects and initiatives, both inside and outside the EU;
- Keep up-to-date with a broad range of issues related to terrorism, including by extensive research and reading, in particular on legal, law-enforcement and judicial aspects;
- 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;
- 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 CTC;
- 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;
- Attend working parties and meetings alongside the EU CTC, including in third countries, often on his/her behalf;
- Replace the EU CTC and act on his/her behalf in European and international contexts;
- 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 Member State, other Member States and the EU CTC.

B. General conditions

According to the Decision,¹ 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.

C. Qualifications and experience

Applicants should:

- Have completed university (master's degree or above as an asset), higher or military schools' education, as attested by a diploma, or have equivalent professional experience;
- Have relevant experience working with security actors in their Member State and in policy-making relevant to the external aspects of security and counter-terrorism;
- Have a thorough knowledge of one EU official language² and a satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interest of the service, since the post requires drafting and editing skills, a thorough command of written English is required, and French would be considered an asset;

The following experiences would be an asset:

- Have experience working abroad/in an international environment, especially in EU relations, with thirds countries and international organisations;
- Have previous experience as a counter-terrorism official, investigator or prosecutor in their EU Member State;
- Have strong legal background (qualified lawyer or practitioner).

D. Required skills

- Possess a good understanding of working in a politically sensitive environment;
- Ability to work independently and in support of the EU CTC, as well as showing excellent interpersonal skills and a team spirit;
- Willingness and capacity to work in a fast-paced, demanding and politically sensitive environment with a heavy workload;
- Handle the files proactively, continuously and autonomously with the relevant actors, and contribute comments, input and new ideas;

¹ Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council.

² 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 and Swedish.

- Work quickly on 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, initiative, creativity, autonomy and responsibility;
- Result-driven;
- Discretion.

The expert should be ready and available to travel frequently within and outside the EU.

E. 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

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 Ms Lise Wandel-Petersen, (tel. +32 2 281 7129, e-mail: lise.wandel-petersen@consilium.europa.eu). Office of the EU Counter-Terrorism Coordinator.
