

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

**Directorate 2 –Transport**

Ref.: SNE/08/2024 (TREE.2.A) - 1 post

**Job description**

**A. Main tasks and responsibilities**

Under the authority of the Head of Unit of TREE 2A, contributing to the work of the General Secretariat of the Council (GSC) on the Transport-Telecom-Energy Council (TTE), the selected candidate is expected to perform the following tasks:

- provide advice, as appropriate, to the President of the European Council and/or members of the Council, the Presidencies and the Secretary-General
- maintain relations with the relevant services in the European Parliament, Commission and GSC with regard to the ordinary legislative procedure.
- provide the Council and the Presidency with the expertise and assistance necessary for the efficient handling of files subject to the ordinary legislative procedure
- provide advice, draft compromises and substantive papers on matters related to aviation, including those addressed at the level of the International Civil Aviation Organisation such as the long-term aspirational goals and their implementation, non CO2 effects, sustainable alternative fuels;
- contribute to EU debates and reflections on the future of aviation.

**B. 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 EU<sup>2</sup> and a satisfactory knowledge of a second language for the performance of their duties.

---

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

<sup>2</sup> 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.

### C. Qualifications and experience

Applicants should:

- have completed university studies;
- have at least seven years of work experience in fields relevant to the tasks in point A above. That experience should have been gained in governmental or international organisations in the field of transport;
- have a clear understanding of the EU institutional set-up;
- have thorough written and oral command of English as well as a good knowledge of French;

### D. Required skills

Applicants should demonstrate:

- the ability to take an analytical and critical approach to complex issues and problems;
- adaptability and autonomy;
- a sense of initiative and strong organisational skills;
- discretion;
- the ability to work under time pressure and in difficult circumstances;
- sound drafting and editing skills with the 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;
- the ability to work effectively as a team member in a multinational environment.

### 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 Caroline GERKENS Head of TRE.2.A unit, tel. +32 (0)2 281 9648, [caroline.gerkens@consilium.europa.eu](mailto:caroline.gerkens@consilium.europa.eu)

---

