

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

**Service attached to the Secretary-General
Counter-Terrorism Coordination**

Ref.: SNE/09/2026 (GSC.CTC) - 1 post (312065)

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 and countering violent extremism, both internally and externally. The adviser will focus in particular on internal security and advancing counter-terrorism policy in the international context;
- identify areas of cooperation in the fields of counter-terrorism and countering violent extremism within the EU and with third countries and contribute actively to setting up counter-terrorism projects and initiatives, both inside and outside the EU;
- 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 policy papers (including for the Council), speeches and other written input, and to prepare and report on key meetings and visits of the EU CTC;
- prepare and advise the EU CTC on the policy/political and technical aspects of a broad range of complex files, evaluate their implementation and identify possible gaps and areas for further progress or of concern;
- attend working parties and meetings alongside the EU CTC, including in third countries, and often on their behalf;
- replace the EU CTC and act on their behalf in European and international contexts.
- keep up to date on a broad range of issues related to terrorism, including through extensive research, reading and regular contacts with the broader expert community;
- 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 counter-terrorism in their Member State and/or other Member States and the EU CTC;
- speak frequently in public.

B. General conditions

According to the Decision¹, 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 EU² and a satisfactory knowledge of a second language for the performance of their duties.

C. Qualifications and experience

Applicants should have:

- completed university (a master's degree or above would be an asset), higher or military school education, as attested by a diploma, or have equivalent professional experience;
- ideally, relevant experience working with security actors in their Member State and in policy-making relevant to aspects of security and counter-terrorism in the domain of justice and home affairs and/or foreign affairs;
- a thorough command of written English, with a special focus on drafting and editing. A knowledge of French would be considered an asset.

The following experience would be an asset:

- experience in a senior-level position in their home country and/or abroad;
- experience in policy-making in the area of internal security or foreign affairs;
- experience working abroad/in an international environment, especially in EU relations, with third countries and international organisations;
- experience/knowledge of the functioning of the EU in the field of security (internal and external).

D. Required skills

- Strong sense of political judgment, initiative, creativity, autonomy and responsibility.
- Possess a good understanding of working in a politically sensitive environment.
- Ability to work independently and in support of the EU CTC.
- Excellent interpersonal skills and a team spirit.

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.

- Willingness and capacity to work in a fast-paced, demanding and politically sensitive environment with a heavy workload.
- Handle files proactively, continuously and autonomously with the relevant actors, and contribute comments, input and new ideas.
- 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.
- Result-driven.
- Discretion.

The expert should be ready and available to travel frequently within and outside the EU and to follow a Hostile Environment Awareness Training (HEAT) programme if they have not done so recently.

E. Security clearance

National security clearance at EU SECRET level. Such clearance needs to be obtained by the candidate from their competent authority 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 from among nationals of EU Member States.

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

Further information about the post may be obtained from Mr Piotr Krygiel, Principal Adviser - Team Leader (tel. +32 2 281 3775, e-mail: Piotr.krygiel@consilium.europa.eu, Office of the EU Counter-Terrorism Coordinator.

