

**Seconded National Expert for
the General Secretariat of the Council of the European Union**

RELEX Directorate 2 - Unit C Civil Protection

Ref.: END/1/2019 (3227)

(1 post)

Job Description

A. Tasks

Under the authority of the head of unit RELEX.2.C, contributing to the work of the General Secretariat of the Council on the EU Integrated Political Crisis Response Arrangements (IPCR) and the solidarity clause (art. 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 roundtable;
- contribute to the development of proposals for action and to the Presidency politico-strategic guidance;
- support work on the IPCR Web Platform, providing advice and expertise on its further development and for its daily running;
- prepare and support meetings at different levels, including those of the Friends of the Presidency on the IPCR and the implementation of the solidarity clause (IPCR/SCI) and of the related expert groups (such as exercise planning teams during the planning phase of IPCR exercises);
- provide support for the planning and conduct of IPCR exercises and to relevant Commission or EEAS exercises involving an IPCR dimension;
- provide national experience at GSC level and establish contacts with MS competent authorities;
- participate in trilateral meetings between the GSC, Commission and EEAS;
- support the work of the unit as requested on matters within its area of competence (civil protection, humanitarian aid, consular cooperation, international counter-terrorism).

B. Qualifications and experience

Applicants should:

- have completed a university education, as evidenced by a diploma, or have equivalent professional experience;
- have at least 5 years working experience in the field referred to in point A above. That experience should have been gained in governmental or international organisations in the field of crisis management;
- cross-sectoral expertise as well as proven experience in coordinating crisis responses at political level will be an asset;
- a clear understanding of the unit's fields of expertise (civil protection, humanitarian aid,

- international counter-terrorism and consular protection) will be an asset;
- have a clear understanding of the EU institutional set-up and in particular of the Commission's and EEAS's crisis management structures and their interaction;
 - have experience in working in a digital environment making use of crisis web platforms ;
 - a thorough knowledge of one EU language and a satisfactory knowledge of a second language is required for the performance of these duties. In practice, in the interests of the service, as drafting and editing skills are especially needed, a thorough written command of English is required to draft documents and give presentations in that language as well as a good knowledge of French.

C. Conditions and skills required

- Ability to approach complex issues and problems in an analytical fashion and with a critical approach;
- Flexibility, adaptability and autonomy;
- Discretion;
- Ability to work under time pressure and in difficult circumstances;
- Sound drafting and editing skills with ability to conduct or assist in conducting complex debriefings;
- 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;
- Sense of initiative and of organisation;
- National security clearance at a level equivalent to EU SECRET. Such a clearance needs to be obtained from the competent authorities before secondment to the General Secretariat of the Council. The clearance must be valid for the entire period of secondment. In its absence, the General Secretariat reserves the right to refuse secondment as a national expert.

D. General conditions

- be a national 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 an equal opportunities policy.

**Further information on the nature of the post can be obtained from Mr Jan ALHADEFF:
tel. +32 (0)2 281 5799, e-mail: jan.alhadeff@consilium.europa.eu**