

ANNEX

Cost-free Seconded National Expert (SNE) at the General Secretariat of the Council of the European Union

DG E, Directorate 2 "Transport, Telecommunications and Energy" Unit 2B "Energy policies, Atomic questions, Information Society"

Ref.: END/7/2017 (6269) - 1 post

Job description

A. Tasks

Under the authority of the Head of Unit for DGE 2B and working with Council officials, the expert will be expected to perform the following tasks:

- Contribute to the preparation, coordination and follow-up work of the Council, its preparatory bodies and special committees;
- Draft documents relating to the activities of the Council and its preparatory bodies;
- Analyse political dossiers with a view to facilitating decision-making;
- Provide advice, as appropriate, to the President of the European Council and/or members of the Council, the Presidencies and the Secretary-General; and
- Communicate and cooperate with colleagues and external partners.

Specifically:

- Provide the Council and the Presidency with the expertise and assistance needed for efficient handling of files subject to the ordinary legislative procedure;
- Liaise with the relevant services in the European Parliament, Commission and GSC in the context of the ordinary legislative procedure;
- Advise and assist the Presidency and the Council in their relations with other EU institutions and bodies and with national parliaments, whilst maintaining regular contacts with the relevant counterparts;
- Follow and report on relevant meetings of the European Parliament and other EU institutions and bodies; and
- Contribute to the preparation and conduct of international negotiations, and to coordination of the EU's position in international fora.

B. Qualifications and experience required

- Professional experience of at least three years in the field of energy combined with knowledge of the EU energy policy and the current legislative proposals in this field.
- Strong negotiation capacity and ability to provide strategic advice to the Presidency and to his/her hierarchy in the policy areas for which the unit is responsible. Experience with the ordinary legislative procedure will be seen as an asset.

- A thorough knowledge of one EU language and a satisfactory knowledge of a second language are required for the performance of these duties. In practice, in the interest of the service, and as drafting and editing skills are especially needed, a thorough written command of English is required. Knowledge of French would be an asset.
- National security clearance at EU CONFIDENTIEL 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.

C. Skills and abilities required

- Excellent drafting, communication (oral and written) and networking skills;
- Ability to manage a heavy workload and work effectively as a team member;
- Very good organisational skills and flexibility;
- Discretion and good political judgement; and
- Readiness and availability to travel occasionally within the EU.

D. General conditions:

Be a national of one of the Member States of the European Union and enjoy full rights as a citizen.

The General Secretariat of the Council applies an equal opportunities policy.

Further information on the nature of the post can be obtained from Mr Janusz Bielecki (janusz.bielecki@consilium.europa.eu - Tel. +32 2 281 6003).