

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

**DG D, Directorate 2:  
Justice**

*Ref.: END/6/2017 (3239)*

**Job description**

**A. Tasks**

Under the direct authority of the Director for Justice (DG D 2), working closely with Council officials within various teams, the expert will have to perform the following tasks:

- Advise and assist the Presidency in the development and implementation of the Council's cyber and digital policies, including providing support to the Horizontal Working Group on Cyber issues.
- Provide briefings and advice to Presidencies and the hierarchy.
- Participate in numerous and varied meetings organised by EU bodies or other parties.
- Ensure coordination on cyber/digital policy issues between various competent stakeholders, both within the Council and with other EU institutions, agencies and bodies active in this field.

## B. Qualifications and experience required

- A level of education which corresponds to completed university studies of at least three years attested to by a diploma, or equivalent vocational training attested to by a diploma or a certificate issued by an institute for advanced studies in a relevant field or by an institute such as a police academy, a military academy, a law degree or practical experience in a Ministry of Interior or Justice.
- Professional experience of at least five years in cyber and digital matters.
- Knowledge of the EU institutions, in particular in the justice and home affairs area, would be an asset.
- A thorough knowledge of one official language of the European Union<sup>1</sup> and a satisfactory knowledge of a second language are required for the performance of these duties. In practice, in the interest of the service, as drafting and editing skills are especially needed, a thorough oral and written command of English is required.

---

<sup>1</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, Swedish.

### **C. Skills and abilities required**

- Excellent drafting and communication skills.
- Ability to work effectively in a team.
- Good organisational skills and ability to manage a heavy workload.
- Flexibility and the adaptability required to work in a multinational environment.
- Autonomy and a strong sense of initiative.
- Discretion.

### **D. Security clearance**

- National security clearance at EU SECRET level. Such clearance must 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.

### **E. 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 of that Member State concerning military service.

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

For more information relating to the selection, please contact: Ms Monika Kopcheva ([monika.kopcheva@consilium.europa.eu](mailto:monika.kopcheva@consilium.europa.eu), tel. +32 2 281 7489, or +32 485 718 506)