



Council of the European Union

General Secretariat

Directorate-General Organisational Development and Services - ORG

Human Resources Directorate

The Director

His/Her Excellency the Ambassador

Permanent Representative of the
Member States to the
European Union

(by email)

Brussels, 3 December 2020

**Subject: Secondment of a national expert to the General Secretariat of the Council,
DG Organisational Development and Services, Directorate 4 (Finance):
Projects and Financing Unit (Athena¹)**

Ref.: END/7/2020 (312638)

Dear Sir / Madam,

The Administrator of Athena, the financing mechanism for EU-led military operations, intends to recruit a seconded national expert. This possibility was first provided for in document 12-0408 dated 26 July 2012 and, more specifically, in WK 11609/2020, dated 5 November 2020 and addressed to the Special Committee (copy attached).

As explained in the attached notes, the General Secretariat of the Council provides personnel for tasks related to Athena. However, given the continuously high workload generated by six ongoing military operations, for which common costs are financed by the Athena mechanism, there is an ongoing need to apply the approach provided for in 12-0408 for recruiting a national expert.

¹ Council Decision (CFSP) 2015/528 (Official Journal L 84, 28.3.2015).

Council Decision (EU) 2015/1027 of 23 June 2015 establishes the arrangements under which the national expert is to be recruited. In accordance with Article 2 of this Decision, seconded national experts must be nationals of an EU Member State.

It should be noted that the Special Committee agreed at its meeting on 24 November 2020 that all costs incurred by the General Secretariat of the Council in the hiring of a national expert, including the allowances, would be reimbursed to the Council from the Athena budget (see point 9, second paragraph, of attached document WK 11611/2020: *Outcome of Proceedings of the Special Committee of 24 November 2020*).

The professional profile required is set out in the Annex. The expert should take up his/her duties at the General Secretariat of the Council by **1 April 2021**. The initial period of secondment will be for one year and is renewable, subject to approval by the Athena Special Committee, for up to a maximum of four years. After the entry into force of a Council Decision on the European Peace Facility, this secondment would continue with the European Peace Facility.

I would kindly ask you to forward this request for applicants to the appropriate departments of your national administrations.

Applications accompanied by a detailed curriculum vitae and a motivation letter must be submitted via the national administrations and must indicate the responsible national contact point for each candidate. They must be submitted by electronic mail not later than **15 January 2021** to the following address: **sne.recruitment@consilium.europa.eu**

The relevant department together with the Human Resources Directorate will examine the applications received, decide which candidates to shortlist, and conduct the interviews.

The Appointing Authority will decide on the recruitment based on the outcome of the selection procedure. The General Secretariat of the Council may also decide to use the list of suitable candidates to cover possible future vacancies requiring the same profile.

Further information concerning the nature of the post may be obtained from Mr Uwe HARMS, tel. +32 (0)2 281 5012, email: uwe.harms@consilium.europa.eu

Yours sincerely,



Nathalie Pensaert

Annexes

Annex 1 – Job description

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

**DG ORG, Directorate 4 'Finance'
Projects and Financing Unit (Athena¹ mechanism)**

Ref.: END/7/2020 - 1 post

Job description

A. Main tasks and responsibilities

As an SNE at Administrator level in the Projects and Financing Unit, the expert will be called upon to:

- Contribute to strategic planning for Athena, including planning for new military operations;
- Monitor and support implementation of the Athena budget by operations and provide advice to military operations on financial/contract management;
- Provide advice on all procurement-related aspects and contribute to the development of framework contracts and administrative arrangements;
- Provide advice and draw up documents on budgetary and/or financial rules and procedures;
- Contribute to the drafting of documents for the Special Committee;
- Train Athena operational staff in Brussels or on site;
- Deploy in operational areas to launch/support/monitor an operation and its financial activities.

Other tasks might be allocated to the expert according to the needs of the service.

¹ Council Decision (CFSP) 2015/528, (Official Journal L 84, 28.3.2015).

B. Qualifications and experience required

Applicants should:

- Have completed university, higher or military school education, as attested by a diploma, or have equivalent professional experience;
- Have at least five years' work experience in the field referred to in point A above. Experience should preferably have been gained in the financial management of military operations;
- Have a thorough knowledge of one EU language and a satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interest of the service, as drafting and editing skills are required, a thorough written command of English is required, and French would be considered an asset.

C. Conditions and skills required

- Experience with military operations, preferably EU military operations;
- Knowledge of the European Peace Facility and experience in cooperation with the EEAS would be an additional asset;
- Ability to conduct missions in areas where EU military operations are deployed;
- Good (oral and written) communication skills;
- Good analytical skills (problem-solving skills);
- Ability to take on a heavy workload and work effectively as a team member;
- Good working knowledge of standard IT and office tools (Excel, Word);
- Sense of initiative;
- Flexibility/adaptability;
- Discretion;
- Good organisational capabilities.

D. Security clearance

National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate from his/her relevant authorities before his/her secondment to the General Secretariat of the Council. This clearance must be valid for the whole period of the secondment. If not, the General Secretariat reserves the right to refuse the secondment of the national expert.

E. General conditions

Applicants must:

- Be nationals 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 on military service.

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