



**Council of the European Union**  
General Secretariat  
DG ORG - Directorate for Human Resources  
*The Director*

His/Her Excellency the Ambassador

Permanent Representative of the Member  
States to the  
European Union

(by e-mail)

Brussels, 10 December 2021

**Subject: Secondment to the General Secretariat of the Council, Directorate 1 Home Affairs of DG Justice and Home Affairs of a national expert on operational cooperation on internal security**

Ref.: END/9/2021

Dear Sir / Madam,

Directorate 1 Home Affairs (JAI.1) of DG Justice and Home Affairs of the General Secretariat of the Council supports the Council and its rotating Presidency as well as the European Council and its President in developing the relevant EU policies and identifying priorities for actions in the area of migration, asylum and internal security. Within Directorate JAI.1, the Internal security and counter terrorism team is responsible for handling policy and legislative files in the area.

Under the direct supervision of the JAI.1 Director, the team supports the smooth functioning of the Standing Committee on Internal Cooperation on Internal Security (COSI) and its Support Group, as a well as the Law Enforcement Working Party (police and customs cooperation) and the Counter Terrorism Working Party. The work of the team is coordinated by a Head of Unit equivalent.

Several seconded national experts contribute to the work of the team. To meet the current needs of the service, Directorate JAI.1 is looking to recruit a seconded national expert on operational cooperation on internal security. The expert will be involved in various files on operational law enforcement cooperation and information exchange in the area of internal security. The job description, as well as the qualifications and experience required, can be found in annex to this letter.

The expert should take up his or her duties at the General Secretariat of the Council by **1 March 2022**. The duration of the secondment is two years, with the possibility of extension to a maximum of 4 years in total. According to Article 5 of Council Decision 2015/1027/EC, this secondment could be extended for an additional period of up to two years in exceptional cases.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 on the rules applicable to national experts on secondment to the General Secretariat of the Council (2015/1027/EC, OJ L 163, 30.06.2015, repealing Decision 2007/829/EC). According to Article 2 of this Decision, seconded national experts should be nationals of an EU Member State.

Member States are hereby invited to propose candidates qualified for this post.

I would be grateful if the proposals indicated the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all positions held up to the present day and the candidate's educational background. This should be accompanied by a letter explaining the motivation behind the application.

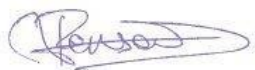
Replies to this letter should be sent by e-mail, **no later than 14 January 2022**, to the following address: [service.recrutement-END@consilium.europa.eu](mailto:service.recrutement-END@consilium.europa.eu).

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

The Appointing Authority will make a decision 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 of the same profile.

Yours sincerely,

**Nathalie Pensaert**

A handwritten signature in blue ink, appearing to read 'Pensaert', enclosed in a light blue oval shape.

Annexes

Annex 1 - Job description

**Seconded National Expert at the General Secretariat of the  
Council of the European Union  
DG Justice and Home Affairs, Directorate 1 Home Affairs -  
Operational cooperation on internal security -**

*Ref: END/9/2021/ (1 post)*

Job description

**A. Main tasks and responsibilities**

Seconded to DG JAI.1 of the General Secretariat of the Council in Brussels under the authority of the Director for Home Affairs, working closely with the other members of Internal security and counter terrorism team that is coordinated by a Head of Unit equivalent, the expert will be called upon to:

- Prepare and follow-up on the activities of the relevant Council working parties, eg COSI, LEWP (police and customs), and TWP on matters related to operational law enforcement cooperation and information exchange in the area of internal security, including all the necessary research, planning, analysis, and follow up of such files.
- Keep abreast of wider developments in the field of operational law enforcement cooperation and information exchange in the area of internal security in order to identify upcoming issues and propose solutions.
- Draft policy papers and notes, or contribute to the work on legislative files as required, and provide briefings to the Presidency of the Council, the President of the European Council and the hierarchy.
- Maintain an overview of the activities relevant to operational law enforcement cooperation and information exchange in the area of internal security and identify issues of interest in the files under discussion in other Council formations or preparatory bodies, as well as of relevant developments at the Commission, the European External Action Service, the European Parliament and relevant EU agencies.
- Maintain relations and coordinate with other Council working groups, relevant Commission services, EEAS, EU agencies and national administrations.
- Attend meetings and prepare meeting records.

## **B. Qualifications/experience**

- 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 or a military academy
- Professional experience of at least five years in a law enforcement authority or Ministry of the Interior, including experience related to operational law enforcement cooperation, e.g. cross-border police cooperation and information exchange in the area of internal security
- Prior experience in policy making related to internal security and experience or knowledge of the workings of the EU in the area of Justice and Home Affairs would be an asset
- An excellent command of either English or French is required, together with a good command of another language.

## **C. Skills/abilities**

- a strong sense of initiative and proactive thinking
- the ability to work systematically in an autonomous manner
- strong team working skills
- excellent drafting skills
- the ability to adapt and reorganise priorities, as necessary, while performing effectively;
- very good interpersonal communication skills with the ability to build trusting relationships with a range of interlocutors in an international and multicultural environment
- the ability to handle information with discretion.

**D. Security clearance**

- Have national security clearance at EU SECRET level. Such clearance must be obtained by the candidate from his or her competent authorities before his or her secondment to the General Secretariat of the Council. This clearance must be valid for the entire period of secondment. The General Secretariat reserves the right to refuse the secondment as a national expert if no security clearance is presented.

**E. General conditions**

Applicants must:

- be nationals of one of the Member States of the European Union and enjoy full rights as citizens
- have fulfilled any obligations imposed by the laws concerning military service.

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

**For more information relating to the selection, please contact:**

**Ms Milena Petkova**

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**Tel. + 32 2 281 8903**

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