



**Council of the European Union**  
General Secretariat

Directorate-General for Organisational Development and Services  
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, 2 December 2024

**Subject: Secondment to the General Secretariat of the Council of a national expert in the field of preparedness and crisis management**

Ref.: SNE/09/2024 (GSC.RELEX.5) - 1 post (384114)

Dear Sir or Madam,

The Directorate-General for External Relations (DG RELEX) of the General Secretariat of the Council (GSC) is hiring a seconded national expert to work on policy development and implementation of the EU's Integrated Political Crisis Response (IPCR) arrangements. This expert should have a sound experience of preparedness and crisis management at cross-sectoral and strategic level.

The IPCR is the Council's crisis mechanism supporting Council decision making when faced by major cross-sectoral crises. It was approved by the Council on 25 June 2013 (doc. ST 10708/13). The IPCR also underpins the political response to the invocation of the Solidarity clause (art. 222 TFEU).

The IPCR was activated for the first time in October 2015 in the framework of the migration and refugee crisis. Subsequently it was activated notably for the Covid-19 pandemic (in 2020), for the Russian aggression against Ukraine (in 2022) and for the situation in the Middle East (in 2023). Thanks to strong buy-in from key stakeholders (Member States, European Commission, European External Action Service (EEAS), relevant agencies), it has become an effective tool in supporting situational awareness and fact-finding and addressing urgent bottlenecks. Each activation entails integrated reports and crisis meetings (roundtables) in support of Council decision-making.

The GSC (DG RELEX Directorate 5) ensures the support for the operation of the IPCR, working closely with the Commission and the EEAS. RELEX.5 also manages a range of activities in the area of preparedness, resilience and crisis management, such as the Ad hoc Working Party on preparedness, response capability and resilience to future crises, a network of crisis communicators and a horizon scanning network. The Directorate also cooperates with a network of Directors-General of national crisis centres.

Beyond preparedness and crisis management, which are the focus of the present vacancy, the Directorate has a broad, horizontal responsibility for supporting the Council's work in the areas of civil protection, security (incl. hybrid threats) and defence. It covers a range of related Working Parties as well as activities under the Common Security and Defence Policy, and contributes to the work of the Foreign Affairs Council.

During the secondment, the national expert will have the chance to work on policies that directly impact the future of Europe, engage with key international stakeholders, and participate in high-level negotiations in a dynamic and collaborative environment. Moreover, the importance of work-life balance is recognized at the GSC, and flexible working hours, as well as the possibility to work remotely part of the time, are offered to accommodate both personal and professional needs.

The job description, which details the qualifications and experience required, is annexed hereto.

The duration of the secondment will be two years, with the possibility of extending it to a maximum of four years in total. Please note that in accordance with Article 5 of Council Decision (EU) 2015/1027, the secondment could be extended for an additional two years in exceptional cases.

The expert should take up their duties at the General Secretariat of the Council by ideally on **1 March 2025**.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council (Council Decision (EU) 2015/1027, OJ L 163, 30.6.2015, repealing Decision 2007/829/EC). According to Article 2 of that Decision, seconded national experts must be nationals of an EU Member State.

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

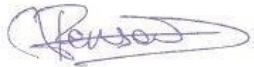
Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held by the candidate to date as well as their education, and by a motivation letter.

Replies to this letter should be sent by email, no later than **17:00 CET on 6 January 2025**, to the following address: [seconded.national.experts@consilium.europa.eu](mailto:seconded.national.experts@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 appointment 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 fill future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Nicolas Kerleroux, Director of RELEX.5, tel. +32 (0)2 281 8239, email: [nicolas.kerleroux@consilium.europa.eu](mailto:nicolas.kerleroux@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 RELEX**

**RELEX.5 – Security and Crisis Management**

Ref.: SNE/09/2024 (GSC.RELEX.5) - 1 post (384114)

**Job description**

**A. Main tasks and responsibilities**

Under the authority of the Director of RELEX.5, contributing to the work of the General Secretariat of the Council (GSC) on cross-sectoral preparedness and crisis management, notably 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 roundtables, in cooperation with the Commission and the EEAS;
- contribute to the development of proposals for action and to the Presidency's political-strategic guidance on cross-sectoral preparedness and crisis management;
- prepare and support meetings at different levels on cross-sectoral preparedness, resilience and crisis management;
- support a comprehensive overview of policies and initiatives involving a crisis preparedness and response dimension, by monitoring and analysing relevant horizontal and sectoral initiatives;
- support a more integrated approach to crisis preparedness and response in the Council and the reflection on the mainstreaming of crisis preparedness across sectors; support the relevant expert groupings, in particular the informal Horizon Scanning network
- provide national experience at GSC level and establish contacts with Member States' competent authorities;
- provide support for the planning and conduct of relevant exercises involving an IPCR dimension;
- support work on the IPCR Web Platform, providing advice and expertise on its further development and for its daily running;
- support the work of the Directorate as requested on matters within its area of competence (security, civil protection, consular cooperation; hybrid threats).

**B. General conditions**

According to the Decision <sup>1</sup> applicants must:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment;
- have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions relevant to the performance of the duties assigned to them;
- be nationals of one of the Member States of the European Union;
- have a thorough knowledge of one official language of the UE<sup>2</sup> and a satisfactory knowledge of a second language for the performance of their duties.

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<sup>1</sup> Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council

<sup>2</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 and Swedish.

### C. Qualifications and experience

Applicants should:

- have completed a university education, as evidenced by a diploma, or have equivalent professional experience;
- have at least 3 years of direct working experience in fields relevant to the tasks in point A above. That experience should have been gained in governmental or international organisations in the field of preparedness and crisis management;
- cross-sectoral expertise as well as proven experience in coordinating crisis response at political level would be an asset;
- relevant experience of designing and/or implementing cross-sectoral preparedness policies at national level would be an asset, for instance in areas such as national resilience frameworks, societal resilience, civil/military cooperation, or public/private cooperation.
- a sound understanding and relevant experience of situational awareness, anticipation and foresight analysis would be an asset;
- have a clear understanding of the EU institutional set-up;
- a thorough knowledge of English, including drafting and communication skills, is required for the performance of these duties. Good understanding of French would be an asset.

### D. Required skills

- ability to approach complex issues and problems in an analytical fashion and with a critical approach;
- adaptability and autonomy;
- sense of initiative and of organisation;
- 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 briefings;
- 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;

### E. Security clearance

National security clearance at EU SECRET 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

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds and on the broadest possible geographical basis amongst the EU Member States.

Please find here the [link](#) to the privacy statement about the treatment of your personal data.

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