



**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 e-mail)

Brussels, 14 May 2024

**Subject: Secondment to the General Secretariat of the Council, of a national expert in the field of projects and financing (EPF Operations<sup>1</sup>)**

Ref.: SNE/04/2024 (375100 and 409071)

Dear Madam/Sir,

The European Peace Facility (EPF) administrator for operations intends to recruit up to two seconded national experts. In accordance with Article 10 of Council Decision (CSFP) 2021/509 (EPF Council Decision) the EPF primarily resorts to staff of the EU institutions and to staff seconded by Member States.

The staff supporting the administrator for operations is therefore composed of officials of the Council General Secretariat as well as seconded national experts financed by the EPF.

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

The duration of the secondments will be one year, with the possibility of extending it to a maximum of four years in total, subject to approval of funds in the annual EPF budgets. 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.

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<sup>1</sup> Council Decision (CFSP) 2021/509 (Official Journal L 102, 24.3.2021).

The experts should take up their duties at the General Secretariat of the Council ideally by 1 October 2024 and 4 November 2024 respectively.

The conditions of the secondment, including the 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.

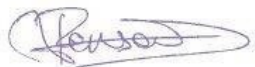
Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held by the candidate to date as well as their education, and by a motivation letter.

Replies to this letter should be sent by email, no later than by **15:00 CET on 31 May 2024**, to the following address: [sne.recruitment@consilium.europa.eu](mailto: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 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 Uwe HARMS, tel.+32 (0)2 281 5012, email: [uwe.harms@consilium.europa.eu](mailto: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 (EPF<sup>1</sup> Operations)**

Ref.: SNE/4/2024 - 2 posts

**Job description**

**A. Main tasks and responsibilities**

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

- Contribute to strategic planning for EPF Operations financial questions, including planning for new military operations;
- Monitor and support implementation of the EPF budget covering operations and provide advice on financial/contract management for military operations;
- Provide advice on 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 EPF Committee and to the preparation of Committee meetings;
- Train EPF operational staff in Brussels or on site;
- Deploy to operational areas in order to launch/support/monitor an operation and its financial activities.

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

**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;

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<sup>1</sup> Council Decision (CFSP) 2021/509 (Official Journal L 102, 24.3.2021).

- Have at least five years' work experience in an area comparable to 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, since 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;
- 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**

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;

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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

- 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 Union and a satisfactory knowledge of a second language for the performance of their duties.

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.

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

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