

CONSILIUM

**COUNCIL OF  
THE EUROPEAN UNION**

**GENERAL SECRETARIAT**

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**To the Ambassadors,  
Permanent Representatives of the Member States to the  
European Union  
(by email)**

**Subject: Secondment of a national expert to the General Secretariat of the  
Council, DGA (Administration), Directorate 4 (Finance): Unit Projects  
and Financing (ATHENA<sup>1</sup>)- expert at assistant level  
Ref. : END-3-2013  
- Number of posts: 1**

Dear Ambassador,

The Administrator of ATHENA, the financing mechanism for EU-led military operations, has decided to recruit a seconded national expert to assist with ATHENA's increased workload created by the new operation EUTM Mali.

The options open to ATHENA to reinforce their resources are detailed in document 12-0408, attached, (Annex II.). This request for reinforcement was submitted to the ATHENA Special Committee in doc. 13-0135 dated 13 February 2013 (Annex III). The decision of the Special Committee is detailed in the Outcome of Proceedings of the Special Committee meeting, doc. 13-0148 dated 25 February 2013 (Annex IV).

Council Decision 2007/829/EC of 5 December 2007 establishes the arrangements under which the national expert will be recruited. In accordance with article 1 of this Decision seconded national experts must be nationals of an EU Member State.

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<sup>1</sup> Council Decision 2011/871/CFSP in Official Journal L 343 of 23.12.2011

It should be noted that the Special Committee of 22 February 2013 has agreed that all costs incurred by the General Secretariat of the Council in the hiring of a national expert, including the daily allowances, will be reimbursed to the Council from the ATHENA budget (see doc.13-0148 point 2 attached).

The professional profile required is set out in annex I. The expert should take up his/her duties at the General Secretariat of the Council by 1 May 2013. The initial period of secondment will be for 1 year renewable, with a maximum of 4 years.

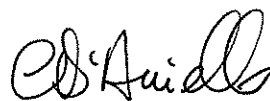
I would kindly ask you to forward this request for applicants to the appropriate departments of your national administrations.

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 March 2013** to the following address:  
**service.recrutement-END@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 shall decide on the engagement 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.

Further information concerning the nature of the post may be obtained from Mr Yannick SEMERLE, tel. + 32 (0)2 281 6357, e-mail: [yannick.semerle@consilium.europa.eu](mailto:yannick.semerle@consilium.europa.eu).

Yours sincerely,



Cesira D'Aniello

## **ANNEX I.**

### **Seconded National Expert for the General Secretariat of the Council of the EU**

#### **NOTICE OF VACANCY FOR A SECONDED NATIONAL EXPERT**

**- Projects and Financing Unit - ATHENA<sup>1</sup> mechanism -**

**Ref. : END-3-2013**

*(1 post)*

#### **A. Main tasks and responsibilities**

As an SNE at **assistant level** in the Projects and Financing unit, the expert's main responsibility will be to assist in carrying out ATHENA central nation borne cost management.

The expert may also be called upon to:

- Initiate commitments, purchase orders and payment orders related to the ATHENA general budget
- Initiate calls for contributions and other revenue
- Contribute to preparing documents on budgetary and/or financial questions
- Initiate transfers of funds to operations as part of treasury management
- Respond to queries from Member States and operation staff
- Assist the project manager in the development of the ATHENA accounting software
- Train ATHENA operational staff
- Assist in analyzing budgetary and/or financial activities and prepare the relevant reports or notes to the ATHENA Special Committee.

Other tasks may be assigned to meet evolving needs.

#### **B. Qualifications and experience**

Applicants should:

- have at least:
  - a post secondary education attested by a diploma, or
  - a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years.
- 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 will be considered an asset.

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<sup>1</sup> Council Decision 2011/871/CFSP in Official Journal L 343 of 23.12.2011

### **C. Conditions and skills required**

- good (oral and written) communication skills;
- ability to assume a heavy workload and work effectively as a team member;
- sense of initiative;
- good analytical and numerical skills;
- good working knowledge of standard IT and office equipment, (EXCEL, WORD);
- flexibility/adaptability;
- discretion;
- good organisational capabilities;
- experience in EU military operations would be an asset;

### **D. Security clearance**

- National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate(s) from his/her relevant authorities before his/her secondment at 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 employment of full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service.

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