

## EUROPEAN EXTERNAL ACTION SERVICE



DG Budget and Administration  
The Director-General

Brussels,  
EEAS.BA.HR.2 bb

To Permanent Representatives of the  
Member States of the European Union

Your Excellency,

I am pleased to inform you that we are looking for 2 “cost-free” National Experts (SNE) for secondment to the European External Action Service (EEAS), see vacancy notice enclosed, within the framework of the 04/02/2014 Decision of the High Representative and, more particularly, its Article 24.1.

These National Experts will be seconded to the "Counter-terrorism" Division (SECPOL.2).

I would be obliged if you could forward the enclosed profiles to the various relevant Ministries as well as to PSC Ambassadors in order to generate adequate applications.

Applications should be sent only by your Permanent Representation by email to the Division EEAS.BA.HR.2 “Selection and Recruitment of Staff” at the following address: [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu).

Candidates shall draft their CV in English or in French in a PDF or Word version, following the European CV form which can be found at the following internet address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Only applications received in the above mentioned format by 13 July 2018 will be considered for this call for applications.

My services will examine the applications and organise the selection interviews in the second half of July 2018.

Please note that the possession of a security clearance (minimum level EU SECRET/SECRET UE) is a prerequisite for all postings as an SNE to the EEAS.

I would like to invite you to draw the attention of the various relevant Ministries and services to the proper treatment of personal data and inform them that the EEAS implements data protection rules according to Council Regulation (EC) n° 45/2001. Consequently, possible applicants should be informed that their CV will be circulated to the EEAS services involved in the selection and management of their possible secondment.

Thank you very much for your cooperation.

Yours faithfully,

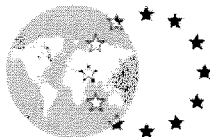


Gianmarco Di Vita

Enclosures: Decision of the High Representative of 04/02/2014  
Vacancies notice  
Job description for cost-free posts n° 249606 and n° 241985

Copies: Mr Herczynski, Director EEAS.SECPOL  
Mr Gatt-Rutter, Head of Division EEAS.SECPOL.2

# SERVICE EUROPÉEN POUR L'ACTION EXTÉRIEURE



DG Budget et Administration  
Le Directeur général

Bruxelles,  
SEAE.BA.HR.2 bb

Aux Représentants permanents des États  
membres auprès de l'Union européenne

Mesdames et Messieurs les Ambassadeurs,

J'ai l'honneur de vous informer que nous cherchons deux experts nationaux (END) pour les postes « sans frais » auprès du Service européen pour l'Action extérieure au titre de la décision de la Haute Représentante du SEAE du 4.2.2014 fixant le régime applicable aux END et son article 24, point 1, en particulier.

Ces experts nationaux seront détachés auprès de la Division "Contre-terrorisme" (SECPOL.2).

Vous trouverez, en annexe, les profils que je vous serais obligé de bien vouloir transmettre aux différents Ministères compétents afin de générer des candidatures adéquates.

Les Représentations permanentes sont priées d'envoyer ces candidatures exclusivement à la Division SEAE.BA.HR.2 «Sélection et recrutement du personnel» par e-mail : [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu).

Les candidats doivent rédiger un CV en anglais ou français, en format PDF ou Word, selon le modèle européen qu'ils pourront trouver à l'adresse suivante : <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Seules les candidatures nous parvenant pour le 13 juillet 2018 seront traitées et considérées comme répondant à l'avis des vacances.

Ces candidatures seront examinées par mes services, qui organiseront, dans la deuxième moitié du mois de juillet 2018, le panel d'entretiens de sélection.

Veuillez noter que la possession d'un certificat d'habilitation au secret (niveau minimum SECRET UE/EU SECRET) est une condition préalable pour être affecté comme END au SEAE.

Je voudrais vous demander d'attirer l'attention des différents Ministères et services concernés sur le respect des règles de protection des données à caractère personnel et les informer que le SEAE de son côté met en œuvre les dispositions du Règlement (EC) 45/2001. Les éventuels candidats devraient être informés que leur CV sera diffusé aux services du SEAE impliqués dans leur sélection et la gestion de leur détachement.

Je vous remercie de votre collaboration et vous prie de croire, Mesdames et Messieurs les Ambassadeurs, à l'assurance de ma haute considération.



Gianmarco Di Vita

Annexes :      Décision de la Haute Représentante du 4.2.2014  
                  Avis des vacances  
                  Description des postes « sans frais » n° 249606 et n° 241985

Copies :        M. Herczynski, Directeur SEAE.SECPOL  
                  M. Gatt-Rutter, Chef de Division SEAE.SECPOL.2

**NOTICE OF VACANCY**  
for posts of  
**SECONDED NATIONAL EXPERTS**  
in **EEAS/SECPOL**

**Central contact point for applications by e-mail:**  
**Division EEAS.BA.HR.2 – [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)**

**2 vacant posts for the job profile: Counter terrorism Expert**

	<b>DIRECTORATE</b>	<b>N° post SYSPER 2</b>	<b>Division</b>	<b>Comments</b>
1	<b>SECPOL</b>	249606	SECPOL.2	cost-free post
2	<b>SECPOL</b>	241985	SECPOL.2	cost-free post

**Deadline for applications: 13/07/2018**

## **JOB DESCRIPTION**

### **Job profile**

<u>Job Title:</u>	Counter Terrorism Expert / Policy Officer
<u>Job Location:</u>	Counter Terrorism Division
<u>Job Number:</u>	
<u>Area of activity:</u>	Political
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 year with possible extension

### **Job content**

#### Overall purpose:

Within the area of Counterterrorism, contribute to:

- Strategic analysis and political advice with regard to external dimension of civilian aspects of EU Counterterrorism policy and preventing/countering violent extremism (P/CVE) policy, including implementation of its various bilateral and multilateral components abroad;
- Providing strategic expertise to the EEAS in the field of Counterterrorism and P/CVE, enhance internal/external security policy consistency and develop synergies in these domains working closely with relevant institutions, work on nexus of development and security;
- Assisting the development of orientations and programming guidance for Counterterrorism activities under the Instrument contributing to Stability and Peace (IcSP) and other relevant EU instruments. Ensure a coherent approach to Counterterrorism issues in the entire programming cycle;
- Supporting the EEAS senior management (Corporate Board, Managing Director, Director) on Counterterrorism P/CVE issues, and to provide briefings as necessary for the political and senior management level;
- Supporting implementation of the Council Conclusions on Counterterrorism of 9 February 2015<sup>1</sup> and 19 June 2017<sup>2</sup>, including assisting in the development and implementation of Counterterrorism action plans with priority countries in the Maghreb and Sahel regions in close coordination with the CT/Security Experts in EU Delegations, EU Member States, the Counter Terrorism Coordinator, the European Commission

#### Functions and Duties:

- Prepare briefings on key Counterterrorism issues in third countries especially related to security, rule of law and police and judicial cooperation. Contribute to the external aspects of EU policies on countering radicalisation and recruitment;

---

<sup>1</sup> <http://www.consilium.europa.eu/en/press/press-releases/2015/02/150209-council-conclusions-counter-terrorism/>

<sup>2</sup> <http://www.consilium.europa.eu/en/press/press-releases/2017/06/19/conclusions-counterterrorism/>

- Prepare programming documents in the field of Counterterrorism and P/CVE issues in close coordination with other colleagues from the EEAS and from the Commission;
- Ensure good coordination with all participants in these various fields and in particular in the Home and Justice domains within the EU and its institutions (Commission services, Council bodies, European Parliament, EU Member States) and other actors (think tanks, civil society organisations);
- Prepare and participate in meetings in the Council structures (e.g. FAC, PSC, other Council working groups), in particular to ensure a comprehensive approach to identifying and responding to external threats and risk of conflicts in the field of terrorism, in line with the 2003 European Security Strategy, its 2008 revision and related EU policy documents;
- Actively support in EEAS representation at COTER and other relevant Council working groups including ensuring timely information sharing with EU Member States in advance of meetings;

### **Job Requirements**

Education and Training: University diploma in law, political science, economy, business administration or any other related issue.

Knowledge and Experience: Experience of at least 2 years in the above mentioned areas at institutional level, analysis and reporting; Knowledge of EU institutions, related decisional processes, CFSP, CSDP, JLS, EU external action and related EU external policies (geographic and thematic).

### **Skills**

Linguistic skills: Thorough knowledge (capacity to write and speak) in English is required. English and French are necessary to work in HQ and with the Commission.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills: Teamwork. Coordination and communication skills.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

### **Personal Qualities**

Dynamic. Motivated and flexible personality. Adapting quickly to new situations and deal with new challenges.