



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, 14 November 2018

**Subject: Secondment of a national expert to the General Secretariat of the Council,
GSC.ORG.5 Safety and Security Directorate, Information Assurance sector**

Ref.: END/9/2018 (3228)

Dear Sir/Madam,

The Council Information Assurance sector seeks a national expert to reinforce the area of 'security of EU classified information'.

The duration of the secondment is two years, with the possibility of extension to a maximum of four years in total. Please note that, in accordance with 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 qualifications and experience required are set out in the Annex. The expert should take up his or her duties at the General Secretariat of the Council by **1 February 2019**.

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, 30.6.2015, 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 could indicate the national contact point(s) responsible for each candidate's submission. Submissions must be accompanied by a curriculum vitae providing details of education and all posts held until now, and by a letter of motivation.

Replies to this letter should be sent by e-mail, no later than **7 December 2018, 17.00 Brussels time**, to the following address: service.recrutement-END@consilium.europa.eu.

The Safety and Security Directorate, 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 cover possible future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Mr Stefan Wittmann (stefan.wittmann@consilium.europa.eu, tel. +32 2 281 5741).

Yours faithfully,



Nathalie Pensaert

Annex: 1

**Seconded National Expert (SNE)
at the General Secretariat of the Council of the European Union**

ORG 5 C S1 Information Assurance

Ref.: END/9/2018 (3228) - 1 post

Job description

A. Tasks and responsibilities

Under the authority of the Head of Unit and the Head of the Information Assurance Sector, contributing to the work of the Information Security Unit of the General Secretariat of the Council, the successful candidate is expected to perform the following tasks in support of the GSC Information Assurance Authority:

- support the involvement of the Council in security-related issues relating to the main EU space programmes, in particular GNSS and GOVSATCOM;
- support the administration of the approval process for cryptographic products in accordance with Council security rules;
- draft and review security policies and supporting guidelines for the protection of EU information, including EU classified information;
- prepare written and oral contributions to support internal and official meetings at different levels, including meetings of Council preparatory bodies;
- contribute to and participate in official security assessment visits to EU Member States, third countries and international organisations, carried out to ensure the correct protection of EU classified information;
- liaise with relevant stakeholders and authorities of Member States, third States and international organisations on the security, risk management and accreditation of Communication and Information Systems.

B. Qualifications and experience required

Qualifications

Candidates should:

- have at least a level of education which corresponds to completed university studies of four years attested by a diploma, preferably in Computer Science, Mathematics, Electrical Engineering or other areas with professional experience related to the tasks and responsibilities. Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in said EU Member States shall be taken into consideration;
- demonstrate at least five years of professional experience in the areas described under 'Tasks and responsibilities'. This experience should have been acquired in a governmental or international organisation;
- have a thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of the duties described above. In the interests of the service, as drafting and editing skills are especially needed, a thorough command of English is required. A good knowledge of French would be an asset.

Experience

Candidates should:

- demonstrate work experience and a thorough knowledge of the security aspects of EU space programmes;
- demonstrate knowledge of the field of cryptography; knowledge of the Council policy on cryptography and related procedures within the EU and the Council would be an asset;
- demonstrate work experience in developing security policy and implementing security standards;
- demonstrate a good knowledge of EU policies and guidelines in the field of information assurance;
- demonstrate work experience in the reporting of security activities to senior management and committees;
- demonstrate work experience in the field of (information) risk management;
- demonstrate work experience in the field of accreditation of communication and information systems.

C. Skills and abilities required

Candidates should:

- have the ability to work effectively in a team and in a multinational environment;
- have the ability to assume a heavy workload;
- have good analytical and problem-solving skills;
- have a good working knowledge of modern IT and office applications.

D. Security Clearance

The candidate must be in possession of national security clearance at SECRET UE/EU SECRET level obtained from the relevant Authorities before secondment to the General Secretariat of the Council. The clearance must be valid for the full period of secondment; if not, the General Secretariat reserves the right to refuse the secondment as national expert.

E. General conditions

Candidates should:

- be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws of that Member State concerning military service.

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

Further information on the nature of the post can be obtained from Mr Stefan Wittmann (tel. +32 2 281 5741 - e-mail: stefan.wittmann@consilium.europa.eu).