



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 email)

Brussels, 18th December 2024

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

Ref.: SNE/07/2024 (ORG.5) - 1 post (314984)

Dear Sir or Madam,

The Council Information Assurance sector within the Safety and Security Directorate (ORG.5) of the General Secretariat of the Council (GSC) is looking for a seconded national expert to reinforce the security of EU classified information area.

The role requires a strong background in information assurance, with a particular focus on cryptography, and offers a dynamic environment where the expert will play a pivotal part in ensuring the security and integrity of EU information, including EU classified information. Working under the authority of the Head of Unit and the Head of the Information Assurance Sector, together with a collaborative team of 10 skilled colleagues, the expert will engage in critical tasks such as administering cryptographic approval processes, drafting robust security policies, conducting security assessments and collaborating with stakeholders across Member States and international organisations. This position not only demands technical expertise in areas such as cryptography and information risk management but also offers a platform to shape and safeguard the information assurance landscape of the EU.

We are seeking a highly motivated expert with a proven track record in security policy, risk management and IT security evaluation. The ideal candidate will have strong analytical skills, a

collaborative spirit and a commitment to excellence in supporting the EU's mission of secure information exchange. This is more than a role – it is an opportunity to contribute to a critical sector of EU operations, to collaborate across multinational teams and to engage with complex and meaningful challenges in information assurance.

We understand the importance of work-life balance and offer:

- flexible working hours to accommodate personal and professional needs;
- the possibility of working remotely part of the time, ensuring a healthy balance between work and life commitments.

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 a further two years in exceptional cases.

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

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.

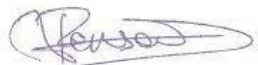
Proposals should indicate the national contact point(s) responsible for each candidate's application. Applications should be accompanied by a curriculum vitae detailing all posts held by the candidate to date as well as their education, and by a motivation letter.

Replies to this letter should be sent by email, no later than **17:00 CET on 31st January 2025**, to the following address: 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 Mrs Monika KOPCHEVA, Head of the Information Security Unit (ORG.5.C), tel. +32 (0)2 281 7489, email: <mailto:monika.kopcheva@consilium.europa.eu>.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Pensaert', enclosed in a faint, light-colored oval border.

Nathalie Pensaert

Annexes

Annex 1 – Job description

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

ORG 5 C S1 Information Assurance

Ref.: SNE/07/2024 (ORG.5) - 1 post (314984)

Job description

A. Main 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 expert will be called upon to:

- support the administration of the approval process for cryptographic products in accordance with the Council's security rules;
- draft and review security policies and supporting guidelines for the protection of EU information, including EU classified information in the area of cryptography;
- 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 protection of classified information;
- support the work of the Information Assurance sub-committee of the Council Security Committee.

B. General conditions

According to the Decision¹, 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 Union and a satisfactory knowledge of a second language for the performance of their duties.

C. Qualifications and experience

Applicants 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 of this post. 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;
- have at least five years of professional experience in the areas described under 'Main tasks and responsibilities'. This experience should have been acquired in a governmental or international organisation;
- have a thorough knowledge of one EU official language² and a satisfactory knowledge of a second language for the performance of the duties described above. In practice, in the interests of the service, given that the post requires drafting and editing skills, a thorough command of written English is required. A good knowledge of French would be considered an asset;
- have good knowledge of the field of cryptography
or
have good knowledge of evaluation and certification of non-cryptographic IT security products in general and in particular for the protection of EU classified information;
- have work experience in developing security policy and implementing security standards;

¹ Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council.

² 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.

- have a good knowledge of EU policies and guidelines in the field of information assurance;
- have work experience in the reporting of security activities to senior management and committees;
- have work experience in the field of (information) risk management.

D. Required skills

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

E. 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, failing which the General Secretariat reserves the right to refuse the secondment as 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.

Further information on the nature of the post can be obtained from Mrs Monika KOPCHEVA (tel. +32 2 2817489 - email: monika.kopcheva@consilium.europa.eu).

