

## **EEAS Vacancy Notice**

### **Seconded National Expert in MD-PSD.SECDEFPOL – Security and Defence Policy**

#### **Policy Officer on Cybersecurity and Cyber defence – MD-PSD.SECDEFPOL.2 COST-FREE**

**AD-level post**

**Job No 425784**

#### **We are:**

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The newly created Hybrid Threats and Cyber Division (SECDEFPOL.2) leads on and coordinates the EU's efforts to address external security threats in the fields of hybrid and cyber threats, in particular through the development and operationalisation of policies, operational tools and international engagement, fulfilling the EU level of ambition, as expressed in the Strategic Compass of 2022. This includes efforts to promote international peace and security as well as democratic values, including in negotiations in the United Nations and other international fora, and to deter and respond to external threats of hybrid and cyber nature by using the EU's Hybrid and Cyber Diplomacy Toolboxes, as well as cyber defence instruments. Furthermore, the Division undertakes active dialogue, cooperation and coordination with EU Member States, relevant EU institutions, bodies and agencies, third countries, the multi-stakeholder community, as well as international and regional organisations, such as the OSCE, OAS, AU and ASEAN. It seeks to enhance the EU-NATO cooperation in countering hybrid and cyber threats and in the field of resilience, in particular with regard to realising synergies between both organisations on their respective cyber defence policies. The Division also actively engages with external partners to assess their needs and to identify capacity-building opportunities, including through CSDP engagement. The Division moreover actively increases in-house and the EU Member States' awareness of and capacity to react to hybrid and cyber threats, e.g. through practical exercises, training and networks.

#### **We propose:**

The post of a "cost-free" Seconded National Expert on the position of Policy officer – Cybersecurity and cyber defence in SECDEFPOL.2/Cyber sector.

#### **Functions and Duties:**

The successful candidate will join the SECDEFPOL.2 Division's Cyber sector, and will contribute to the implementation of EU cyber diplomacy and cyber defence policy, notably through the implementation on the EU Cybersecurity Strategy, in consistent synergy with the Strategic Compass and recent EU policy developments. The successful candidate does so through i.a. policy and concept development, analysis, context-specific technical advice, and knowledge management, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSRs, Special Envoys, CSDP structures, Commission services and international partners.

The Policy Officer will be working in a multicultural, friendly and dynamic environment and contribute to step-up EU cyber diplomacy and cyber defence efforts, mainstreaming cyber into CFSP and broader crisis management structures. She/he will reinforce and build partnerships with relevant actors such as EU Member States, EU institutions, agencies and bodies as well as third countries, international and regional organisations as well as the

multi-stakeholder community, and contribute to the EU's ability to prevent, discourage, deter and respond to malicious cyber activities.

Under the authority of the Head of the Hybrid Threats and Cyber Division and as part of the Cyber Sector, her/his main tasks will include the following functions and duties:

- Contribute to the elaboration and further development of EU cyber policies and activities,
- Prepare and/or contribute to policy documents and action programmes related to this area, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSR's, Special Envoys, CSDP structures, international partners and Commission as well as other EU institutions, including through inter-institutional consultations and decision-making processes;
- Contribute to developing awareness and capacities within the EEAS and other services, mainstreaming cyber within the Common Foreign and Security Policy, providing policy guidance;
- Contribute to the implementation of the EU Cybersecurity Strategy;
- Contribute to the development and implementation of the role of the EEAS in EU cyber crisis management;
- Contribute to reports and briefings on activities in the area of responsibility;
- Establish and maintain regular contacts and exchanges with other EU institutions, Member States, third countries, EU Delegations, public and/or private international organisations and/or with research institutions and the academic community at large in the area of responsibility;
- Participate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large.
- Seek and reinforce synergies between the cyber and the hybrid agendas.

### **We are looking for:**

- dynamic, proactive and motivated candidate with policy experience in area of security and defence, preferably in particular on cyber diplomacy, cybersecurity, cybercrime, cyber defence and/or crisis management, and with a basic understanding of the EU policy making processes and decision-making procedures.
- good team player with excellent inter-personal and communication skills and a flexible attitude with regard to quickly changing agenda;
- self-motivated person interested in constantly improving her/his skills through continuous learning.

### **Legal basis:**

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

### **Eligibility criteria:**

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation, from other sources;
- b) Have at least three years of full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union<sup>1</sup> or, where justified in

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<sup>1</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

the interests of the service, professional training of an equivalent level<sup>2</sup>;

- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of her/his duties;
- d) Have a security clearance of minimum level EU-SECRET/SECRET-UE for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

### **Selection criteria:**

#### **A. Qualifications and experience required**

- university diploma in law, political science, economy, engineering, business administration or any other relevant field;
- minimum of five years of relevant professional experience, including ideally in multinational organisations;
- experience and knowledge of CFSP and CSDP-related issues, in particular either cybersecurity, cyber diplomacy, cyber defence, cybercrime and/or crisis management;
- professional experience in multinational organisations;
- experience of working in an Embassy, a Delegation (or equivalent in an international organisation);
- experience and/or knowledge of cyber security issues would be considered strong assets.

#### **B. Skills required**

- excellent ability to maintain diplomatic relations and to ensure communication in an international diplomatic and multilingual environment;
- excellent capacity to create constructive working relations with national authorities, international organisations and EU Member States;
- strong drafting, communication and analytical skills combined with sound judgement;
- excellent knowledge of external relations, internal policies and functioning of the Union;
- strong inter-personal and networking skills, given the importance of building relationships of trust with a wide range of EEAS and Commission colleagues, as well as Member States' representatives and external players;
- excellent organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- good computer skills are essential, notably in word processing, presentations software, Internet / Intranet

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<sup>2</sup> Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

and email systems.

### **C. Languages**

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French would be an asset.

### **D. Personal Qualities**

- have the ability to remain objective and resistant in complex and crisis scenarios and to display cultural and political sensitivity and sound judgement;
- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess dynamic motivated and flexible personality;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- be able to adapt quickly to new situations and deal with new challenges.

National security clearance at SECRET UE level needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

### **Equal opportunities**

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu) in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates.
- If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

### **Conditions of secondment**

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

**Duration of the secondment:** Initial period up to two years, renewable up to four years.

### **The EEAS will cover:**

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an [European School Type I](#))<sup>3</sup> and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact [RM-01-COORDINATION@eeas.europa.eu](mailto:RM-01-COORDINATION@eeas.europa.eu).

**Vacancy available from: ASAP**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile-related questions:** Ms Manon Le Blanc, Acting Head of Division,

Tel: +32 (0) 460 84 40 61

Email: [Manon.LE-BLANC@eeas.europa.eu](mailto:Manon.LE-BLANC@eeas.europa.eu)

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<sup>3</sup> <https://www.eursc.eu/en/Accredited-European-Schools/About>