



CONSILIUM

COUNCIL OF
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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 of the European Union,
- DGA 5 - Communication and Information Systems

Ref.: END/2013/10 (3229)

Sir, Madam,

I wish to inform you that the General Secretariat of the Council intends to recruit a seconded national expert who will be in charge, inter alia, of the setting up of the new Public Key Infrastructure within the Security of the Sensible CIS unit, "operational management" sector, of DGA 5.

The job description is annexed hereto. The expert should take up his/her duties at the General Secretariat of the Council by 1 March 2014 at the latest. He/she will be offered a two-years contract, with the possibility of extension to a maximum of four years in total.

The conditions of secondment, including allowances paid by the Council, are set out in the Council Decision of 5 December 2007 on the rules applicable to national experts on secondment to the General Secretariat of the Council (OJ L 327, 13.12.2007). According to this Decision, the national expert has to be a citizen of an EU Member State.

Member States are hereby invited to propose candidates qualified for this post. I should be grateful if proposals could indicate the responsible national contact point for each candidate's submission. Submissions shall be accompanied by a curriculum vitae, preferably in Europass format (<http://europass.cedefop.europa.eu>), and a letter stating the reasons for the application.

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.

Replies to this letter should be sent by e-mail, **no later than 13 December 2013**, to the following address: service.recrutement-END@consilium.europa.eu.

If necessary, further information can be obtained by contacting Mr Thierry Manté (tel. +32 2 281 50 87, e-mail : thierry.mante@consilium.europa.eu).

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Cesira D'Aniello', with a stylized, cursive script.

Cesira D'Aniello

Annex: 1

**Seconded national expert
at the General Secretariat of the Council of the European Union**

DGA 5 - Communication and Information Systems

Ref. : END/2013/10 (3229)

(1 post)

Job description

Within the DGA5 Communication and Information Systems Directorate, activities of the Unit "Security of the Sensible CIS" centre mainly on three sectors:

- ⇒ Drafting and management of security documents
 - SSRS : System Specific Requirements Statements (risk analysis, appropriate countermeasures)
 - SecOPs: Security Operational Procedures (implementation rules)
 - Security studies
- ⇒ Protection of networks
 - Operational management of the network defence capability of the GSC,
 - Management of the security incidents (protection, detection and response),
 - Providing global and early security warnings and intelligence information,
- ⇒ Operational management
 - Administration of crypto-material
 - TEMPEST activities
 - Support to heads of sensitive information and communications systems

A. Main tasks and responsibilities

Within the Operational Management sector, the expert will be called upon to:

- contribute to the implementation and the monitoring of the Public Key Infrastructure project, etc...;
- implement and operate Certification Authorities of the various systems in use (IOLAN, Extranet, FADO, SOLAN, etc...);
- generate and manage encryption keys for the systems under the responsibility of the General Secretariat of the Council;
- pre-personalise and personalise all type of media used for keys or certificates storage (tokens, memory cards, etc...);
- participate in the procedures for purchasing encryption and security equipment;
- participate in the drafting of security documentation (Secops, Cryptoplan etc...);
- participate, as trainer, in courses related to the management of encryption products.

B. Qualifications and experiences

Applicants should:

- have at least a level of post-secondary education attested by a diploma or, have a level of 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 the duties. In practice, in the interest of the service, as drafting and editing skills are required, a good knowledge of the French or English languages is required to be able to draft in one of those languages;
- have performed functions relating to operational management of encryption systems for at least two years in the service of a government, ministry, national or international organisation having a role in security and defence;
- have experience and sufficiently good knowledge in the implementation and operational management of products used in the Public Key Infrastructures (i. e. HSM, X509, OCSP, PKCS, S/MIME, etc...);
- have a thorough knowledge of networks (architecture, configuration of active elements) and their security (IPSEC);

A knowledge of encryption products deployed by the GSC will be considered an asset.

A knowledge of Tempest domain will also be considered an asset.

C. Conditions and skills required

- Good (oral and written) communication skills;
- ability to cope with a heavy workload;
- work effectively as a team member;
- sense of initiative;
- good organisational capabilities;
- discretion.

D. Security clearance

This post requires a security clearance level equivalent to SECRET UE / UE SECRET. 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 secondment. If not, the General Secretariat reserves the right to refuse the secondment as national expert.

E. General conditions

Applicants must:

- be nationals 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 concerning military service.

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

Further information can be obtained from the Council by contacting:

Mr Thierry Manté (tel. +32 2 281 50 87, e-mail : thierry.mante@consilium.europa.eu).
