



**Council of the European Union**  
General Secretariat

Directorate-General Administration  
Directorate Human Resources and Personnel Administration  
*The Director*

His/Her Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by e-mail)

Brussels, **20 OCT. 2014**

**Subject:** Recruitment by the General Secretariat of the Council of a national expert to be seconded to the Protection of EUCI Unit  
Ref.: END/5/2014 EUCI

Dear Sir / Madam,

I wish to inform you that the General Secretariat of the Council intends to recruit a national expert to be seconded in the area "Security of EU classified information".

The professional profile of this expert is set out in the Annex.

The Secretariat will recruit the applicant whom the selection board considers to be best suited to the specific requirements of the Protection of EUCI Unit. The recruitment is planned for 1 January 2015.

Further information on the nature of the post can be obtained from Mr Ulrich van Essen (tel. +32 2 281.9840, e-mail: [ulrich.vanessen@consilium.europa.eu](mailto:ulrich.vanessen@consilium.europa.eu)).

The period of secondment is two years. Following an internal assessment, it can be extended up 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 (2007/829/EC, OJ L 327, 13.12.2007, repealing Decision 2003/479/EC). According to Article 1 of this Decision, seconded national experts have to be nationals 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 detailing all posts held until present, and by a letter stating the motivation for application.

Replies to this letter should be sent by e-mail, **no later than 14 November 2014, 17.00 hr**, to the following address: [service.recrutement-END@consilium.europa.eu](mailto:service.recrutement-END@consilium.europa.eu).

The relevant department together with the Human Resources Directorate shall 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.

Sincerely yours,



Cesira d'Aniello

Annex

**Seconded National Expert for  
the General Secretariat of the Council of the European Union**

**Security Office  
- Protection of EUCI Unit -  
(Ref.: END/5/2014)  
(1 post)**

**Job description**

**1. Position available**

Position at the level equivalent to an administrator (Category AD) in the Protection of EU Classified Information (EUCI) Unit of the General Secretariat of the Council (GSC) of the European Union in Brussels (Belgium). The unit is attached to the Security Office.

**2. Job description**

Under the authority of the Head of Unit and the Head of the Information Assurance Team, contributing to the work of the Protection of EUCI Unit of the General Secretariat of the Council, the successful candidate is expected to perform the following tasks:

**a) supporting the GSC TEMPEST Authority, in particular:**

- draft and review policies and guidelines in the field of TEMPEST
- acting as secretary of ad-hoc formations of the Council Security Committee dealing with TEMPEST matters (TEMPEST Task Force)
- drafting standards for qualification of TEMPEST equipment and procedures for its measurement and use
- testing the adequacy of TEMPEST countermeasures within the GSC
- carrying out or supporting measurements to ensure conformity of TEMPEST countermeasures, including zoning of the operating environment
- drafting notices of conformity with standards in the context of invitations to tender for the supply of TEMPEST equipment and infrastructures;

**b) contribute as member of the IA Team supporting the IA Authority, in particular:**

- draft and review security policies and supporting guidelines for the protection of EUCI especially in the field of TEMPEST, Crypto and Cyber Defence
- Technical review of security documentation such as Systems Specific Requirement Statements (SSRS), Security Operating Procedures (SecOPs) and accreditation files for

compliance with the Council Security Rules

- prepare and support meetings at different levels, including those of preparatory bodies of the Council by written and oral contributions
- Contribution and participation in official security inspections and assessment visits in EU Member States, third countries and international organisations carried out to ensure the correct protection of EU classified information
- Supporting the GSC Security Accreditation Authority and Crypto Approval Authority of the Council of the European Union
- supporting selection boards and participation in the procedures for purchasing secure IT infrastructure
- Active liaison with relevant stakeholders and authorities of Member States, third States and international organisations on the subject of security, risk management and accreditation of Communication and Information Systems.

### **3. Qualifications required**

Applicants must:

- have at least a level of education which corresponds to completed university studies of four years attested by a diploma in Electrical Engineering with specialisation in signal measurement. Only qualifications that have been awarded in EU Member States or that are subject to the equivalency issued by the authorities in that said EU Member States shall be taken into consideration;
- possess at least five years professional experience in the field referred in point 2, "Job description". That experience should have been gained in a governmental or international organisation in the defence and state security field;
- have a thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of these duties. In practice, in the interest of the service, as drafting and editing skills are especially needed, a thorough command of English is required to draft documents and give presentations in that language, and a good knowledge of French will be considered an asset;
- have national security clearance at SECRET UE/EU SECRET level. Such clearance shall be obtained by the candidates from their relevant Authorities before their secondment at the General Secretariat of the Council. This certificate must be valid for the full period of secondment. If not, the General Secretariat reserves the right to refuse the secondment as national expert;
- have the nationality of one of the Member States of the European Union and enjoyment of full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- have experience and thorough knowledge of TEMPEST domain;
- have experience and good knowledge of modern Digital Signal Processing based instruments and measurement methods;
- have proven work experience in the field of information assurance;
- have an established track record in communication and information systems;

- have proven work experience in the field of security documentation development (security policies, standards);
- have a good knowledge of EU policies and guidelines in the field of information assurance;
- have experience and good knowledge of Crypto domain including the Crypto related procedures within the EU;
- have proven work experience in the field of risk management;
- have proven work experience in the coordination of security activities involving several organisations, contractors and external stakeholders;
- have proven work experience in the reporting of security activities to senior management;
- have very good knowledge of written and spoken English.

**Applicants should:**

- have experience in cyber security and vulnerability assessments;
- have the ability to work effectively in a small team and in a multinational structure;
- have the ability to assume a heavy workload and work effectively as a team member;
- have good analytical skills (problem solving skills);
- have experience in international environment;
- have knowledge (acquired by work experience or training) of the EU institutional framework;
- have work experience in similar function within international and multicultural environment, preferably in a European Institution;
- have good working knowledge in the use of modern IT and office applications.

Further information on the nature of the post can be obtained from Mr Ulrich van Essen, tel. +32 (0)2 281.9840, e-mail: [ulrich.vanessen@consilium.europa.eu](mailto:ulrich.vanessen@consilium.europa.eu) .

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