



**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, 4 July 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/7/2018 (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 November 2018**.

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 **16 August 2018, 17.00 Brussels time**, to the following address: [service.recrutement-END@consilium.europa.eu](mailto: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](mailto:stefan.wittmann@consilium.europa.eu), tel. +32 2 281 5741).

Yours faithfully,



Cesira D'Aniello

Annex

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

**GSC.ORG.5 Safety and Security Directorate**

*Ref.: END/7/2018 (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 supporting the GSC Information Assurance Authority:

- support the sector in tasks related to Member States' activities in development, evaluation and approval of cryptographic products for the protection of EU classified information;
- administer the process of approval of cryptographic products in accordance with the Council security rules;
- support the involvement of the Council in security-related issues involving the main EU space programmes, in particular the GNSS and GovSatCom;
- draft and review security policies and supporting guidelines for the protection of EU classified information, especially in the field of cryptography and cyber defence;
- review technical security documentation such as Systems Specific Requirement Statements (SSRS), Security Operating Procedures (SecOPs) and accreditation files, with a view to ensuring compliance with the Council security rules;
- prepare and support meetings at different levels, including those of Council preparatory bodies, by written and oral contributions;
- contribute to and participate in official security assessment visits to EU Member States, third countries and international organisations carried out for the purposes of ensuring the correct protection of EU classified information;
- support the GSC Security Accreditation Authority;
- liaise 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.

## **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 related professional experience. Only qualifications that have been awarded in EU Member States or that are subject to the equivalency issued by the authorities in those EU Member States will be taken into consideration;
- possess at least five years' professional experience in the field in question. That experience should have been gained in a governmental or international organisation in the defence or 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, a thorough command of English is required, in the interest of the service, as drafting and editing skills are especially needed. A good knowledge of French would be an asset.

### **Experience**

Candidates should:

- have experience in and thorough knowledge of the EU space programmes;
- 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 the cryptography domain; knowledge of Council policy on cryptography and related procedures within the EU and the Council would be an asset;
- have proven work experience in the field of risk management;
- have proven work experience in the reporting of security activities to senior management;
- have experience in cyber security and vulnerability assessments;
- have experience of working in an international environment.

## **C. Skills and abilities required**

Candidates should:

- have the ability to work effectively in a team and in a multinational structure;
- have the ability to cope with a heavy workload;
- have good analytical skills (problem-solving skills);

- have a good working knowledge of the use of modern IT and office applications.

#### **D. Security Clearance**

Candidates should have national security clearance at SECRET UE/EU SECRET level. Such clearance should be obtained by the candidates from their relevant national authorities before their secondment to 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.

#### **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 concerning military service.

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

For more information relating to the selection, please contact Mr Stefan Wittmann ([stefan.wittmann@consilium.europa.eu](mailto:stefan.wittmann@consilium.europa.eu), tel. +32 2 281 5741).