

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – Security Adviser
<u>Job Location:</u>	EEAS.BA.SI.2 - HQ Security and EEAS Security Policy Division
<u>Job Number:</u>	334257 & 334258
<u>Area of activity:</u>	counter-intelligence
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years renewable up to 4 years in total

Job Content

<u>Overall purpose:</u> and	contribute to enhancing security culture in the EEAS by executing its Security Rules, in general its personnel security policy, counter-intelligence (CI) strategy, in particular
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<u>Functions and Duties:</u>	under the direct supervision of the Head of Division, BA.SI.2: - to design and perform security awareness briefings focused on CI, for designated EEAS staff; - to contribute to implementing EEAS CI activities, incl. liaison with external partners, outreach to Delegation staff, including missions to Delegations as needed; - to contribute to investigations in the area of CI; - to contribute updating relevant policies of the EEAS Security Rules.
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Job Requirements

<u>Education and Training:</u>	University diploma law, political science, economy, business administration or any other related issue
<u>Knowledge and Experience:</u>	Experience of at least 5 years in a Member State's intelligence/security service; Operational and/or field experience abroad is an advantage; Knowledge of EU institution is an advantage;

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English, basic knowledge of French is required.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.
<u>Management skills:</u>	n/a

Personal Qualities

Dynamic. Motivated and flexible personality. To adapt quickly to new situations and deal with new challenges.