

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

**ORG 5 C S1 Information Assurance**

*Ref.: SNE/1/2020 (314984) - 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:

- draft and review security policies and supporting guidelines for the protection of EU information, including EU classified information
- provide advice on Information Assurance matters, in particular, cryptographic issues
- provide technically-informed advice on developments in the area of cybersecurity
- support the administration of the approval process for cryptographic products in accordance with the Council Security Rules
- prepare written and oral contributions to support internal and official meetings at different levels, including preparatory bodies of the Council
- contribute to and participate in official security assessment visits to EU member states, third countries and international organisations carried out to ensure the correct protection of EU classified information
- liaise with relevant stakeholders and authorities of EU member states, third states and international organisations on information security, risk management and accreditation of Communication and Information Systems
- support the involvement of the Council in security-related issues of the main EU space and defence programmes

## B. Qualifications and experience required

### Qualifications

- 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 professional experience related to the tasks and responsibilities. Only qualifications that have been awarded in EU member states or that are subject to the equivalency issued by the authorities in said EU member states shall be taken into consideration
- demonstrate at least five years professional experience in the areas described under tasks and responsibilities and experience. This experience must have been gained in a governmental or an international organisation
- have a thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of the duties described above. In the interest of the service, as drafting and editing skills are especially needed, a thorough command of English is required. A good knowledge of French would be an asset.

### Experience

- demonstrate a good knowledge of EU policies and guidelines in the field of information assurance
- demonstrate knowledge of technology developments in the field of cybersecurity and related EU activities
- demonstrate work experience developing security policy and implementing security standards
- demonstrate knowledge of the field of cryptography; knowledge of the Council policy on cryptography and related procedures within the EU and the Council would be an asset
- demonstrate work experience in the reporting of security activities to senior management and committees
- demonstrate work experience in the field of information risk management
- demonstrate work experience in the field of accreditation of communication and information systems
- demonstrate work experience and a knowledge of the security aspects of EU space and defence programmes

C. Skills and abilities required

- have the ability to work effectively in a team and in a multinational environment
- have the ability to assume a heavy workload
- have good analytical skills and problem solving skills
- have very good drafting and editing skills in English
- have a good working knowledge in the use of modern IT and office applications.

D. Security Clearance

The candidate must be in possession of a national security clearance at SECRET UE/EU SECRET level obtained from their relevant Authorities before their secondment to the General Secretariat of the Council. The clearance 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

- 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 of that Member State concerning military service.

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

Further information on the nature of the post can be obtained from Mr Stefan Wittmann (tel. +32 2 281 5741 - e-mail: [stefan.wittmann@consilium.europa.eu](mailto:stefan.wittmann@consilium.europa.eu)).