

EEAS Vacancy Notice

Seconded National Expert in the Security and Defence Policy Directorate (SECDEFPOL)

Policy Officer (Cybersecurity and cyber defence) SECDEFPOL.1 / Cyber security sector

COST-FREE

AD level post

Job No 273393

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a Policy officer whose main tasks and responsibilities will be:

- Further development and implementation of the EU Cyber Defence Policy, as well as the cyber security and cyber defence elements part of the Strategic Compass and EU Cybersecurity Strategy.
- Coordination with EU cyber defence actors and EU Member States as regards cyber security and cyber defence.
- Coordination of EU-NATO relations on cyber.
- Develop and contribute to cyber exercises, or exercises with a cyber element.

Functions and Duties:

Under the authority of the Head of the Security and Defence Policy Division and as part of the Cyber Sector, the expert will deal with cyber security and cyber defence issues and his main tasks will include:

- support the EEAS with expertise in the EU policy making in particular with regard to cyber security and cyber defence and civil-military relations; facilitating the formulation of common EU positions etc;
- contribute to the elaboration of cyber security and cyber defence policies and activities and civil-military relations to address external security threats to the EU in the area of cybersecurity and cyber defence;
- coordinate the implementation of the cyber security and cyber defence elements part of the Strategic Compass, the EU Cyber Security Strategy and the upcoming EU Cyber Defence Policy;
- provide interface and establish and maintain regular contacts and exchanges on cybersecurity and cyber defence with Member States, Commission, Council, European Parliament, relevant EU agencies, Common Security and Defence Policy military actors and other relevant partners, including research institutions and the academic community, as well as with third countries and international organisations, in particular NATO;
- prepare and/or contribute to reports, briefings and policy documents related to cyber security and cyber defence, in close cooperation with geographic services and with other institutions, member

states and international organisations, as appropriate, including inter-institutional decision-making process;

- contribute to developing awareness and capacities within the EEAS and other services, and provide policy guidance on cyber security, cyber defence and civil-military relations;
- contribute to the programming of the EU instruments to address cyber defence issues, notably in the context of the European Peace Facility;
- seek to ensure coordination, complementarity and synergies with measures under other thematic and geographic instruments as well as with CFSP actions;

We are looking for:

We are looking for a proactive and motivated candidate with strong analytical and coordination skills who has expertise on cybersecurity and cyber defence policy, a good understanding of the EU policy making processes and decision-making procedures, as well as understanding of inter-institutional and international relations as to cyber defence.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least six years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;

¹ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

² Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

A. Qualifications and experience required

- university diploma;
- At least 6 years of experience in foreign affairs or security policy;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of cyber security and cyber defence;
- knowledge of the EU institutions and their decision making procedures.

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service

which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

- Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other costs such as removal costs, allowances, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Vacancy available from: 1 November 2022

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: Stijn MOLS, Head of Division, +32 2 584 2070;
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