

## **EEAS Vacancy Notice**

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

#### **Policy Officer (Cybersecurity) SECDEFPOL.1 / Cyber security sector**

**CO-FINANCED**

**AD level post**

**Job No 301415**

#### **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 to:

- Contribute to the implementation of EU cyber diplomacy policy, notably through the EU Cybersecurity Strategy, in synergy with the Strategic Compass and other recent EU policy developments.
- Develop policy and concepts, conduct analysis and offer context-specific technical advice, while working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSR's, Special Envoys, CSDP structures, Commission services and international partners.
- Contribute to the programming of the EU instruments to address cyber security, cyber diplomacy and cybercrime.

#### **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/her main tasks will include:

- contribute to the elaboration and further development of EU cyber policies and activities, in particular in the areas of international (cyber) security, cyber capacity building and cybercrime;
- prepare and/or contribute to policy documents related to this area, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSR's, Special Envoys, CSDP structures, international partners and Commission as well as other EU institutions, including through inter-institutional consultations and decision-making processes;
- contribute to developing awareness and capacities within the EEAS and other services; mainstream cyber within the Common Foreign and Security Policy, providing policy guidance;
- contribute to the implementation of the EU's cyber policy document, notably the EU Cybersecurity Strategy;
- contribute to the programming of the EU instruments to address cyber security, cyber diplomacy and cybercrime;
- contribute to reports and briefings on activities in the area of responsibility;

- establish and maintain regular contacts and exchanges with other EU institutions, Member States, third countries, public and/or private international organisations and/or with research institutions and the academic community at large in the area of responsibility;
- participate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large.

### **We are looking for:**

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

### **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 three 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 Union<sup>1</sup> or, where justified in the interests of the service, professional training of an equivalent level.<sup>2</sup>;
- 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;
- 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.

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<sup>1</sup> 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.

<sup>2</sup> 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>

## **Selection criteria:**

### **A. Qualifications and experience required**

- university diploma;
- At least 4 years of experience in cyber security, foreign affairs or security policy;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of cyber diplomacy and cyber security;
- knowledge of the EU institutions and their decision making procedures will be an asset.

### **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](mailto: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**

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Duration of the secondment: Initial period up to two years, renewable up to 4 years.

#### **Co-financed SNEs shall be entitled to:**

- daily allowance **(37.65€/per calendar day for the distance 0-150km or 150.58€/calendar day for the distance >150 km)**<sup>3</sup> throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment **(between 0 to 849.67 €/month)**<sup>4</sup>;
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

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, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

**Vacancy available from: 1 January 2023**

**Place of secondment: Brussels, Belgium**

**For further information, please contact:**

**Administrative questions:** [SNE-CSDP@eeas.europa.eu](mailto:SNE-CSDP@eeas.europa.eu)

**Selection and profile related questions:** Wiktor STANIECKI, Deputy Head of Division, +32 2 584 4646; [wiktor.staniecki@eeas.europa.eu](mailto:wiktor.staniecki@eeas.europa.eu)

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<sup>3</sup> Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 48 of 01/07/2022

<sup>4</sup> Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2022) 48 of 01/07/2022