

## **EEAS Vacancy Notice**

### **Seconded National Expert in the MD-PSD.SECDEFPOL.5 Space division**

#### **Assistant – Secure ICT systems and facilities**

**COST-FREE**

**AST level post**

**Job No 434290**

#### **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.

The Division "Space" (Secdefpol.5) of the EEAS assists the Special Envoy for Space to support the space activities of the EEAS in their operational, diplomatic and policy dimensions.

In particular, the Space Division is responsible for a number of operational tasks in order to protect the security and essential interests of the Union and its Member States by averting threats to the security of components of the Union Space Programme. It also ensures the operational direction of the EU Satellite Centre (SatCen). Such operational tasks are performed by the Space Threat Response Architecture (STRA) team within the Secdefpol.5 Division. The assistant would facilitate these operational tasks.

#### **We propose**

The position of Assistant – Secure ICT systems and facilities management

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

A dynamic, motivated and responsible Assistant who will be working in a friendly and collegial environment.

The main responsibility of the Assistant will be to maintain, monitor and manage access to the secure facilities and equipment of the Space Threat Response Architecture (STRA).

The job includes a wide range of duties, such as:

- To support the day-to-day management and monitoring of the secure facilities and equipment of the Space Threat Response Architecture, including documentation accreditation and access control.
- To manage documentation and information, including EU classified information, in both paper and electronic formats;
- To implement the procedures foreseen for the Space Threat Response under the responsibility of the Duty Officer.

### **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.

### **Selection criteria:**

Candidates should have:

- Overall operational experience of at least 5 years in the management of secure facilities and security related operations. Experience with space systems and services would be an asset;
- Security clearance at level SECRET UE/EU SECRET or the national equivalent;
- Proven capacities of a team player with good inter-personal and communication skills;
- The ability to perform multiple tasks, including under pressure; the ability to prioritise incidents, requests and changes;
- A strong service attitude;
- A good working knowledge of English is necessary. Knowledge of French would be an asset.

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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>

Furthermore:

- experience of working in a team in multi-disciplinary and multi-cultural environment;
- experience of classified ICT systems monitoring and tools would be an asset.

### **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 expenses such as removal costs, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an European School Type I) and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution) from the Seconded National Expert concerned on a yearly basis.

**Place of secondment: EEAS Headquarters, Brussels, Belgium**

**Post available: ASAP**

**For further information, please contact:**

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

**Selection and profile related questions: Ms Marjolijn van Deelen** Head of Division,  
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