

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

ORG 5 C S1 Information Assurance

Ref.: SNE/07/2024 (ORG.5) - 1 post (314984)

Job description

A. Main 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 expert will be called upon to:

- support the administration of the approval process for cryptographic products in accordance with the Council's security rules;
- draft and review security policies and supporting guidelines for the protection of EU information, including EU classified information in the area of cryptography;
- prepare written and oral contributions to support internal and official meetings at different levels, including meetings of Council preparatory bodies;
- 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 Member States, third States and international organisations on the security, risk management and protection of classified information;
- support the work of the Information Assurance sub-committee of the Council Security Committee.

B. General conditions

According to the Decision¹, applicants must:

- have worked for their employer on a permanent or contract basis for at least 12 months before their secondment;
- remain in the service of their employer throughout the period of secondment;
- have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions relevant to the performance of the duties assigned to them;
- be nationals of one of the Member States of the European Union;
- have a thorough knowledge of one official language of the Union and a satisfactory knowledge of a second language for the performance of their duties.

C. Qualifications and experience

Applicants should:

- 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 of this post. Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in said EU Member States shall be taken into consideration;
- have at least five years of professional experience in the areas described under 'Main tasks and responsibilities'. This experience should have been acquired in a governmental or international organisation;
- have a thorough knowledge of one EU official language² and a satisfactory knowledge of a second language for the performance of the duties described above. In practice, in the interests of the service, given that the post requires drafting and editing skills, a thorough command of written English is required. A good knowledge of French would be considered an asset;
- have good knowledge of the field of cryptography
or
have good knowledge of evaluation and certification of non-cryptographic IT security products in general and in particular for the protection of EU classified information;
- have work experience in developing security policy and implementing security standards;

¹ Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council.

² The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

- have a good knowledge of EU policies and guidelines in the field of information assurance;
- have work experience in the reporting of security activities to senior management and committees;
- have work experience in the field of (information) risk management.

D. Required skills

- ability to work effectively in a team and in a multinational environment;
- ability to assume a heavy workload;
- good analytical and problem-solving skills;
- good working knowledge of modern IT and office applications.

E. Security Clearance

The candidate must be in possession of national security clearance at SECRET UE/EU SECRET level obtained from the relevant authorities before secondment to the General Secretariat of the Council. The clearance must be valid for the full period of secondment, failing which the General Secretariat reserves the right to refuse the secondment as national expert.

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds and on the broadest possible geographical basis amongst the EU Member States.

Please find here the [link](#) to the privacy statement about the treatment of your personal data.

Further information on the nature of the post can be obtained from Mrs Monika KOPCHEVA (tel. +32 2 2817489 - email: monika.kopcheva@consilium.europa.eu).

