



**Council of the European Union**  
General Secretariat

Directorate-General for Organisational Development and Services  
Directorate for Human Resources  
*The Director*

His/Her Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by e-mail)

Brussels, 5 July 2022

**Subject: Secondment of a national expert to the General Secretariat of the Council,  
GSC.ORG.5 Safety and Security Directorate, Information Security Unit**

Ref.: SNE/08/2022

Dear Sir/Madam,

The Council Information Security Unit - ORG.5.C seeks a national expert to enhance its areas of expertise in relation to the protection of classified and unclassified information.

The duration of the secondment is two years, with the possibility of extension to a maximum of four years in total. Please note that, in accordance with Article 5 of Council Decision 2015/1027/EC, this secondment could be extended for an additional period of up to two years in exceptional cases.

The qualifications and experience required are set out in the Annex. The expert should take up his or her duties at the General Secretariat of the Council by **1 November 2022**.

The conditions of the secondment, including allowances paid by the Council, are set out in the Council Decision of 23 June 2015 on the rules applicable to national experts on secondment to the General Secretariat of the Council (2015/1027/EC, OJ L 163, 30.6.2015, repealing Decision 2007/829/EC). According to Article 2 of this Decision, seconded national experts should be nationals of an EU Member State.

Member States are hereby invited to propose candidates qualified for this post.

I would be grateful if the proposals could indicate the national contact point(s) responsible for each candidate's submission. Submissions must be accompanied by a curriculum vitae providing details of education and all posts held until now, and by a letter of motivation. Only applications in English or French will be accepted.

Replies to this letter should be sent by e-mail, no later than **2 September 2022, 17.00 Brussels time**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@consilium.europa.eu).

The Safety and Security Directorate – ORG.5, together with the Human Resources Directorate, will examine the applications received, decide which candidates to shortlist, and conduct the interviews.

The Appointing Authority will decide on the appointment based on the outcome of the selection procedure. The General Secretariat of the Council may also decide to use the list of suitable candidates to cover possible future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Ms Monika Kopcheva ([monika.kopcheva@consilium.europa.eu](mailto:monika.kopcheva@consilium.europa.eu) , tel. +32 (2) 281.74.89.

Yours faithfully,



Nathalie Pensaert

Annex: 1

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

**ORG.5.C Information Security Unit**

*Ref.: SNE/08/2022 - 1 post*

**Job description**

**A. Tasks and responsibilities**

Under the authority of the Head of the Information Security Unit, the successful candidate is expected to perform any of the following tasks:

- provide expert support to the functioning of the Council Security Committee and its sub-committees on matters of their competence, including legislative initiatives such as the draft information security regulation or the review of the Council Security Rules;
- provide advice on information security and information assurance matters, including but not limited to, cryptographic issues, quantum computing, cybersecurity and cloud security;
- draft and/or review information security and information assurance policies or guidelines for the protection of EU information, including EU classified information;
- support the approval process of cryptographic products in accordance with the Council Security Rules;
- prepare written and/or oral contributions on information security matters for internal or official meetings at different levels or report such matters to GSC senior management;
- contribute to and/or participate in official security assessment visits to Member States, third countries or 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 information security, risk management and accreditation of Communication and Information Systems.

## **B. Qualifications and work experience required**

Applicants should have:

### **Qualifications**

- a level of education which corresponds at least to four completed years of university studies attested by a diploma, preferably in computer science, mathematics, or any other area relevant to the post's tasks and responsibilities. Only qualifications that have been awarded in Member States or that are subject to the equivalency issued by the authorities in said Member States shall be taken into consideration;
- at least five years professional experience related to the tasks and responsibilities in the fields listed below gained in a governmental or an international organisation.

### **Professional Experience**

- experience in the field of information security and information assurance and a good knowledge of the EU policies in that field;
- experience in the development and/or application of information security and information assurance policies/guidelines;
- experience in the field of cryptography and a good knowledge of the Council policy on cryptography and related procedures within the EU and the Council;
- experience in the fields of risk management, security accreditation of communication and information systems, cybersecurity and cloud security.

## **C. Skills and abilities required**

Applicants should demonstrate they have:

- the ability to work effectively in a team and in a multinational environment;
- the ability to assume a heavy workload;
- good analytical and problem-solving skills;
- a strong sense of initiative, autonomy and responsibility;
- good communication (oral and written) and networking skills;
- a good sense of discretion;
- very good drafting skills in English; a good level of French would be an asset;
- a good working knowledge in the use of 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 Ms Monika Kopcheva

(tel. +32 (2) 281.7489 - e-mail: [monika.kopcheva@consilium.europa.eu](mailto:monika.kopcheva@consilium.europa.eu) ).