



**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, 20 July 2020

**Subject: Secondment of a national expert to the General Secretariat of the Council, GSC.ORG.5.C.S1, Safety and Security Directorate, Information Assurance sector**

Ref.: SNE/06/2020 (312641)

Dear Sir/Madam,

The Council Information Assurance sector seeks a national expert to reinforce the area of 'security of EU classified information'. The sector supports the tasks of the GSC Information Assurance Authority and the GSC TEMPEST Authority as defined in the Council Security Rules<sup>1</sup>

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 2020**.

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<sup>1</sup> Council Decision 2013/488/EU of 23 September 2013, OJ L 274, 15.10.2013, p. 1

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.

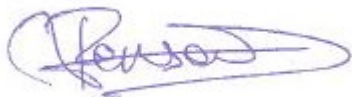
I would be grateful if the proposals could indicate the national contact point(s) responsible for each candidate's submission. Submissions must be accompanied by a curriculum vitae providing details of education and all posts held until now, and by a letter of motivation.

Replies to this letter should be sent by e-mail, no later than **11 September 2020, 17h00 (Brussels time)**, to the following address: [sne.recruitment@consilium.europa.eu](mailto:sne.recruitment@consilium.europa.eu).

The Safety and Security Directorate, 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 Mr Stefan Wittmann ([stefan.wittmann@consilium.europa.eu](mailto:stefan.wittmann@consilium.europa.eu), tel. +32 2 281 5741).

Yours faithfully,



Nathalie Pensaert

Annex: 1

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

**ORG 5 C S1 Information Assurance**

*Ref.: SNE/06/2020 - 1 post*

**Job description**

**A. Tasks and responsibilities**

Under the authority of the Head of Unit "Information Security" and the Head of the Information Assurance (IA) Sector, contributing to the work of the Information Security Unit of the General Secretariat of the Council, the successful candidate is expected to perform the following tasks supporting the GSC Information Assurance Authority and the GSC TEMPEST Authority:

1) Support of the GSC TEMPEST Authority:

- draft and review policies and guidelines in the field of TEMPEST
- act as secretary of ad-hoc formations of the Council Security Committee dealing with TEMPEST matters (TEMPEST Task Force)
- draft standards for qualification of TEMPEST equipment and procedures for its measurement and use
- test the adequacy of TEMPEST countermeasures within the GSC
- carry out or support measurements to ensure conformity of TEMPEST countermeasures, including zoning of the operating environment
- draft notices of conformity with standards in the context of invitations to tender for the supply of TEMPEST equipment and infrastructures

2) Contribute as member of the IA Sector supporting the IA Authority:

- draft and review security policies and supporting guidelines for the protection of EU information, including EU classified information, especially in the field of crypto operations and COMSEC handling
- technical review of security documentation such as Systems Specific Requirement Statements (SSRS), Security Operating Procedures (SecOPs) and accreditation files for compliance with the Council Security Rules
- prepare and support meetings at different levels, including those of preparatory bodies of the Council by written and oral contributions
- contribute and participate in official security inspections and assessment visits in EU Member States, third countries and international organisations carried out to ensure the correct protection of EU classified information

- support selection boards and participation in the procedures for purchasing secure IT infrastructure
- active liaison with relevant stakeholders and authorities of Member States, third States and international organisations on the subject of security, risk management and accreditation of Communication and Information Systems
- provide technically-informed advice on developments in the areas of cybersecurity and cloud-security
- provide technically-informed advice on physical security for the protection of EUCI

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

### Qualifications

- have at least a level of education which corresponds to completed university studies of four years attested by a diploma, preferably in Electrical Engineering with specialisation in signal measurement, Computer Science or other areas related to the tasks and responsibilities. Only qualifications that have been awarded in EU member states or that are subject to the equivalency issued by the authorities in said EU member states shall be taken into consideration.
- have a thorough knowledge of one Community language and a satisfactory knowledge of a second language for the performance of the duties described above. In the interest of the service, as drafting and editing skills are especially needed, a thorough command of English is required. A good knowledge of French would be an asset.

### Experience

- demonstrate at least five years professional experience in the areas described under "A. Tasks and responsibilities". This experience should have been gained in a governmental or an international organisation
- demonstrate a good knowledge of EU policies and guidelines in the field of information assurance, in particular in the area of TEMPEST
- demonstrate knowledge of technology developments in the field of cybersecurity, cloud security and related EU activities
- demonstrate work experience developing security policy and implementing security standards; knowledge in the area of physical security would be an asset
- demonstrate knowledge of the field of crypto operations, COMSEC handling and crypto custody
- demonstrate work experience in the reporting of security activities to senior management and committees

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

- have the ability to work effectively in a team and in a multinational environment
- have the ability to assume a heavy workload
- have good analytical skills and problem solving skills
- act result-driven
- have a strong sense of initiative, autonomy and responsibility
- have excellent drafting, communication (oral and written) and networking skills
- have a good sense of discretion
- have very good drafting and editing skills in English
- have a good working knowledge in the use of modern IT and office applications
- readiness and availability to travel occasionally within and outside the EU

### **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 Mr Stefan Wittmann (tel. +32 2 281 5741 - e-mail: stefan.wittmann@consilium.europa.eu).