

**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

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: e-mail:

stefan.wittmann@consilium.europa.eu.