

**CALL FOR EXPRESSION OF INTEREST FOR SECONDED NATIONAL EXPERTS
to support the EU Space Security Accreditation Board**

The EU Agency for the Space Programme is launching a call for candidates who are interested in a fixed-term agreement on secondment as Secoded National Experts¹ to support the EU Space Security Accreditation Board.

Secoded National Experts enable the EU Space Programme Security Accreditation Board (SAB) to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available and gives the opportunity to National Authorities to profit from the exchange of expertise and to develop effective and smooth working relationships.

Reference Number:	EUSPA/2024/SNE/002
Date of Publication:	24/05/2024
Deadline for applications:	This call for expressions of interest is open-ended with no deadline for applications
Place of secondment:	Security Accreditation Department ²
Secondment duration:	2 years (with possibility of renewal)
Profiles:	<ul style="list-style-type: none"> - SAB secretariat support - System and service security accreditation support to SAB - Site security accreditation support to SAB - Cyber configuration auditor and penetration tester support to SAB <p>(detailed profiles' descriptions can be found below)</p>
Reporting to:	Head of the Security Accreditation Department or their assignee
Level of security clearance³:	SECRET UE / EU SECRET

¹ Rules applicable to National Experts (hereafter called SNE Decision) seconded to EUSPA can be found at the following link: [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training.](#)

² Security Accreditation Department is based in Prague, Czech Republic. In line with the SNE Decision, Article 5: SNEs may be seconded to any place where the Agency has an office, or at any other place as decided by the Executive Director of the Agency. Currently, the EUSPA has sites/offices in Prague (Czech Republic) - Headquarter, Saint-Germain-en-Laye (France), Toulouse (France), Noordwijk (Netherlands), Madrid (Spain), Brussels (Belgium).

³ The selected SNE must hold a valid personnel security clearance at SECRET EU / EU SECRET level or be able and willing to apply for a security clearance immediately after the offer for the secondment.

1. EU Space programme Accreditation Board (SAB)

The European Union Agency for the Space Programme (EUSPA) is an operational EU Agency that provides safe and secure European satellite navigation services, develops the GOVSATCOM Hub, promotes the commercialisation of Galileo, EGNOS, Copernicus and GOVSATCOM data and services, and will provide the Space Surveillance and Tracking Front-Desk. It is foreseen that the Agency will be entrusted with IRIS² tasks. For more information on the EUSPA and the EU Space Programme, click [here](#).

The Security Accreditation Board (SAB) is the Security Accreditation Authority for all of the EU Space Programme's components (Galileo, EGNOS, Space Situational Awareness, GOVSATCOM, and Copernicus) and for the Union Secure Connectivity Programme (IRIS²). The SAB is composed of a representative of each Member State, a representative from the Commission and a representative from the High Representative for the Union for Foreign Affairs and Security Policy. SAB Decisions are taken by the Member States in a strictly independent manner, including with regard to the Commission and the other bodies responsible for the implementation of the component concerned and for the provision of related services. The EUSPA Security Accreditation Department supports the SAB and its subordinate technical bodies. More information can be found in the Regulation (EU) 2021/696, (EU) 2023/588 and [here](#).

Place of secondment:

The Security Accreditation Department is located at Agency's headquarters situated in the heart of Europe – Prague – with excellent connection to numerous major European cities. The capital of the Czech Republic, in the banks of the Vltava River, is famous for its cultural life, renowned musical life, historic buildings, magical bridges, and recognized museums and monuments. The Agency also has sites/offices in other locations including Saint-Germain-en-Laye (France), Toulouse (France), Noordwijk (Netherlands), Madrid (Spain) and Brussels (Belgium).

2. DESIRED SNE PROFILES

We are looking for Seconded National Experts with the following profiles:

2.1 SAB secretariat support

The tasks and responsibilities of a successful candidate may include:

- Support the SAB secretariat activities, the head of department and SAB chairperson to issue the SAB decisions, the SAB Panel recommendations and SAB contributions to multiannual and annual work programmes, establishment plan, progress reports, annual report and action plan;
- Check compliance with legal framework documents/policies;
- Draft letters to administrative entities (in English);
- Review SAB and subordinate bodies notes and reports;
- Contribute to the department's procurement actions implementation.

Ability to synthesize and write formal notes in English is required; good knowledge of European space regulations and technical background are highly desirable.

2.2 System and Service security accreditation support to SAB

The tasks and responsibilities of a successful candidate may include:

- Contribute to security documentation reviews and security risk assessments;
- Participate to system audits and/or security assessments on site;
- Participate to EU space programme working groups, panels and reviews;
- Prepare security accreditation files.

Knowledge of EU security regulation and decisions is desirable. Good cyber knowledge is desirable but not mandatory for those positions.

2.3 Site security accreditation support to SAB

The tasks and responsibilities of a successful candidate may include:

- Contribute to security documentation reviews and security risk assessments;
- Prepare site visits;
- Participate to sites audits and/or security assessments on site, in particular auditing the electronic security environment of the site;
- Prepare security accreditation statements and reports.

Proven experience in electronic security environment is required. Knowledge of EU security regulation and decisions is desirable. Good cyber knowledge is desirable for this position. The post may require frequent site visits per year.

2.4 Cyber configuration auditor and penetration tester support to SAB

A successful candidate would be integrated into the department's cyber team in charge of performing different cyber audits such as architecture cyber audit, configuration cyber audit, operation cyber audits and cyber penetration tests.

While architecture and configuration audits are performed directly by the cyber team, penetration tests are usually performed with the support of subcontractors. It is expected from the cyber team to perform around 10 penetration campaign per year and 10 configuration audits per year on the different EU Space programme components. The candidate will participate to a part of those audits. The audits are performed on the different sites where the EU Space Programme components are deployed.

The tasks and responsibilities of a successful candidate may include:

- Contribute to preparation of the audits;
- Contribute to all audits and cyber penetration tests performed by the cyber team;
- Prepare reports;
- Participate to accreditation panels;
- Follow up on findings including assessment of fixes/security measures proposed by the Programme to address the findings.

Proven experience in cyber audits is required for this post.

3. ELIGIBLE EMPLOYERS

SNEs can be seconded from Intergovernmental Organisations (IGO) or national, regional or local public administrations of EU Member States or Member States of the European Free Trade Area (EFTA).

“Public administration” means all State administrative services at central, federal, regional or local level, comprising ministries, government and parliament services, the courts, central banks and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The Executive Director may, on a case-by-case basis, authorise the secondment of an SNE from an employer other than a State public administration as stated under Article 1 of the [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts and national experts in professional training](#).

The SNE's employer will undertake to continue to pay their salary, to maintain their administrative status throughout the period of secondment and to inform the Agency of any change in the SNE's situation in this regard.

The SNE's employer will also continue to be responsible for all their social rights, particularly social security and pension.

Before the period of secondment begins, the national public administration or IGO from which the SNE is to be seconded will certify that they will remain, throughout the period of secondment, subject to the social security legislation applicable to the public administration that employs them and is responsible for expenses incurred abroad.

4. REQUIREMENTS

A. ELIGIBILITY CRITERIA

The selection procedure is open to applicants who satisfy the following eligibility criteria:

1. The applicants must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and will remain in the service of that employer throughout the period of secondment;
2. Be a national of a Member State of the European Union or EFTA Member State, except where the Executive Director grants a derogation;
3. Possess at least 3 years of professional experience in the field relevant to the duties to be carried out during the secondment⁴;
4. Have a thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of their duties⁵.

⁴ SNE Decision, Article 8.

⁵ The EUSPA works primarily in English.

B. SELECTION CRITERIA

Eligible applications will be assessed on the basis of the following criteria and their relevance to the job profile.

1. Proven professional experience in a field relevant for the work of SAB and related to the tasks and responsibilities described above;
2. Demonstrated ability to understand the underlying legislative and policy issues relating to the functions of the Agency;
3. Demonstrated ability to work within a team, to communicate effectively at all levels within the Agency and with its external partners;
4. Demonstrated ability to deliver results within tight time frames and to utilise rigorous logic and methods to solve difficult problems;
5. Excellent knowledge of English;
6. Motivation;

Applicants are advised to provide in their application form concrete examples of experience relevant to the listed selection criteria.

5. SELECTION PROCEDURE

Interested candidates may apply for any of the profiles described above specifying the area(s) of interest.

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to EUSPA.

The received applications will be screened against the eligibility criteria listed in the vacancy notice. The Security Accreditation Department (SADEP) will carry out the evaluation of the eligible applications against the selection criteria on a regular basis.

Shortlisted candidates may be required to undergo a remote and/or face-to-face interview.

Depending on the Agency's budgetary situation and needs, and provided that the Agency receives the acceptance from the candidates' employer, a Seconded National Expert agreement on secondment may be offered to successful candidates.

The secondment is authorised by the Executive Director of EUSPA and effected by an exchange of letters between the Executive Director and the seconding authority, specifying the details of the Secondment as described in the [Decision](#).

6. APPLICATION PROCEDURE

Applicants must submit their application via the Permanent Representations, the EFTA Secretariat or the administrations of the IGOs to EUSPA.

More information on the Permanent Representations can be found [here](#).

The Agency will only consider applications received by the deadline stipulated in the vacancy notice.

Please liaise with your Permanent Representation (EFTA Secretariat or IGO administration) to ensure that your application reaches the Agency well on time.

For the application to be considered valid, it must consist of:

1. “Employer authorisation for seconded national expert candidate” available on the Agency’s website;
2. The candidate’s “Application form” available on the Agency’s website (in the application you can indicate for which profile/s you would like to be considered for).

Both forms must be fully completed in English and signed.

Applications must be forwarded by the Permanent Representation (EFTA Secretariat or IGO administration) **to the following e-mail address: jobs@euspa.europa.eu**

The subject of the e-mail and the forms must mention the reference number and the title of the post for which the application is submitted. SURNAME_Name_Vacancy Ref. number (e.g. PENCER_Marc_EUSPA.2024.SNE.002).

Application forms sent by postal mail will not be accepted, except for candidates who have a proven disability that prevents them from applying online.

Applications sent after the closure of the open call will not be considered.

Supporting documents showing evidence of the information given in the application will be requested at a later stage. Candidates who fail to submit all the documents specified will be disqualified.

If, at any stage of the procedure, it is established that any of the information the candidate provided is incorrect, the candidate in question will be disqualified.

All applicants will be notified about the outcome of the evaluation of their application within three months after the submission of their application through the Permanent Representation.

7. GENERAL CONDITIONS

The duties and rights of an SNE are governed by the [Decision of the Administrative Board laying down rules on the secondment to the Agency of national experts in professional training](#) published on the Agency’s website.

Unless otherwise provided in the exchange of letters between the Agency and the competent authorities of the Member State concerned, the SNE will be entitled, throughout the period of secondment, to a daily subsistence allowance of EUR 161.63⁶.

Where the distance between the place of origin and the place of secondment is more than 150 km, the SNE may receive an additional monthly subsistence allowance to be determined.

SNEs may be entitled to reimbursement of the cost of their travel between their place of origin and the place of secondment at the beginning and end of their secondment.

These allowances are intended to cover SNEs’ living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Agency.

⁶ SNE Decision, Article 16. Subsistence allowances are granted under the same conditions as the expatriation allowance for temporary agents (see Art. 4 of Annex VII of the Staff Regulations: “[...] who are not and have never been nationals of the State in whose territory the place where they are [seconded] is situated [...]”). Allowances will be subject to the weighting set by the Council pursuant to Article 64 of the Staff Regulations, mutatis mutandis. At the time of publication the weightings are: 102,9% for CZ, 119,2% for FR, 114,6% for NL, 94,7% for ES.

SNEs may work in any field where their services are deemed necessary provided there is no conflict with the Agency's interests. SNEs will carry out their duties and act in compliance with the Authority's interest.

8. COMMITMENT

Declaration of commitment to serve the public interest independently:

The job holder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interest that might be considered prejudicial to their independence.

The job holder will be required to carry out their duties and conduct themselves solely with the interests of the European Union in mind; they shall neither seek nor take instruction from any government, authority, organisation or person outside their institution. They shall carry out the duties assigned with objectivity, impartiality and loyalty to the European Union.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

9. DATA PROTECTION

The personal data requested from applicants will be processed in line with Regulation (EU) N° 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, officers and agencies and on the free movement of such data (repealing Regulation (EC) N° 45/2001 and Decision N° 1247/2002/EC) and the applicable privacy statement which can be accessed [here](#).