

EEAS Vacancy Notice

Seconded National Expert in the MD-PSD.SECDEFPOL – Security and Defence Policy Directorate

Policy officer – Cyber Defence in SECDEFPOL.2/Cyber sector

COST-FREE

AD level post

Job No 425778

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council. It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

We propose:

The post of a “cost-free” Seconded National Expert on the position of Policy officer – Cyber defence in SECDEFPOL.2. The successful candidate will contribute to the implementation on the EU Cybersecurity Strategy and EU Cyber Defence Policy, in consistent synergy with the Strategic Compass and recent EU policy developments. The successful candidate does so through i.a. policy and concept development, analysis, context-specific technical advice, and knowledge management, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSR's, Special Envoys, CSDP structures, Commission services and international partners. Under the authority of the Head of the Hybrid Threats and Cyber Division, her/his main tasks will include:

Functions and Duties:

- Contribute to the implementation of the EU Cybersecurity Strategy and EU Cyber Defence Policy;
- Contribute to the elaboration and further development of EU cyber policies, activities, frameworks and mechanisms;
- Prepare and/or contribute to policy documents and their implementation related to this area, working closely with Member States, EEAS geographical and relevant thematic services, EU Delegations, EUSR's, Special Envoys, CSDP structures, international partners and Commission as well as other EU institutions, including through inter-institutional consultations and decision-making processes;
- Contribute to developing awareness and capacities within the EEAS and other services, mainstreaming cyber within the Common Foreign and Security Policy;
- Contribute to reports and briefings on activities in the area of responsibility;
- Establish and maintain regular contacts and exchanges with other EU institutions, Member States, third countries, EU Delegations, public and/or private international organisations and/or with research institutions and the academic community at large in the area of responsibility;

- Participate in meetings with stakeholders, including European Union institutions, Member States, third countries, international organisations and civil society at large.

We are looking for:

We are looking for a dynamic, proactive and motivated candidate with strong communication and networking skills who has an understanding of the EU policy making processes and decision-making procedures, in addition to experience in areas of security and defence, and preferably in particular cyber defence.

The national expert will be working in a friendly and dynamic environment and contribute to step-up EU cyber defence efforts in this field, mainstreaming cyber into CFSP, building partnerships with relevant actors, including the multi-stakeholder community and to further develop the policies, activities and mechanisms to implement the EU Cybersecurity Strategy and EU Cyber Defence Policy. He/she will have to work in an international and multicultural environment in close synergy with Member States, EU institutions and the multi-stakeholder community.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union¹ or, where justified in the interests of the service, professional training of an equivalent level.²;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out; [Decision ADMIN\(2023\) 18 on the security rules for the European External Action Service](#)
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;

¹ Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 (OJ L 56, 4.3.1968, p.1) and successive amendments.

² Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

Selection criteria:

A. Qualifications and experience required

- university diploma;
- three years' relevant professional experience and ideally professional experience in multinational organisations;
- have experience and knowledge of CFSP and CSDP;
- relevant experience in areas of security and defence, preferably cyber defence

B. Skills required

- have the ability to remain objective in complex scenarios and to display sensitivity and sound judgement;
- have good organisational skills, the ability to work under pressure and with tight deadlines and to manage multiple tasks and unexpected demands;
- have excellent drafting and communication skills;
- have excellent negotiating skills in a multinational environment;
- have the ability to work professionally as a member of the division, in mixed-composition task forces and working groups, in an interesting but challenging environment;
- good computer skills are essential, notably in word processing, spreadsheets, presentations software, Internet / Intranet and email systems. Knowledge of other IT tools would be an asset.
- national security clearance at SECRET UE level. Such clearance needs to be obtained from the competent authorities before secondment to the European External Action Service. It must be valid for the entire period of secondment. In its absence, the EEAS reserves the right to refuse the secondment as a national expert.

C. Languages

- thorough knowledge of one EU working language and satisfactory knowledge of another one are required; in practical terms, in order to perform required duties, that means an excellent command of written and spoken English, in particular good report-writing skills; good knowledge of written and spoken French is desirable;

D. Personal Qualities

- maintain the highest standards of personal integrity, impartiality and self-discipline. The expert must exercise the greatest discretion with regard to all facts and information coming to his/her knowledge in the performance of his/her duties;
- possess dynamic motivated and flexible personality Be able to adapt quickly to new situations and deal with new challenges, including missions in conflict area.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

- Candidates with disabilities are invited to contact SNE-CSDP@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

Cost-free SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer.

Duration of the secondment: Initial period up to two years, renewable up to four years.

The EEAS will cover:

- costs of professional travels (missions) incurred by the SNE posted in the EEAS HQ;
- accident insurance 24/7 for SNE (not family members).

Other expenses such as removal costs, allowances, salary, insurance, schooling (while the SNE maintains the right to enrol the children in an [European School Type I](#))^[3] and costs related to the enrolment to the Interinstitutional nurseries or the After-school centre managed by the early childhood centre of the European Commission shall not be covered by the EEAS. However, in case the SNE makes use of these two facilities for their dependent children, the EEAS shall recover any invoiced cost (including the institutional and the parental contribution, estimated at approximately EUR 18,000 per year and per child) from the Seconded National Expert concerned on a yearly basis. For further information, please contact RM-01-COORDINATION@eeas.europa.eu.

Vacancy available from: 01/10/2024

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-CSDP@eeas.europa.eu

Selection and profile related questions: **Manon Le Blanc**, Deputy Head of Division, +32 2 584 4061
manon.le-blanc@eeas.europa.eu

[3] <https://www.eursec.eu/en/Accredited-European-Schools/About>