



**Council of the European Union**  
General Secretariat  
Directorate-General Administration  
Directorate Human Resources and Personnel Administration  
*The Director*

His/Her Excellency the Ambassador

Permanent Representative of the  
Member States to the  
European Union

(by e-mail)

Brussels, 29 September 2017

**Subject: Secondment to the Council General Secretariat of national experts specialised in cyber issues**  
Ref.: END/6/2017 (3239)

Dear Sir / Madam,

As you are certainly aware, cyber and digital issues continue to grow in importance and spread their impact across multiple policy areas, thereby increasing their influence and relevance in relation to public authorities' activities and policies. This is equally true for the European Council and the Council of the EU. The General Secretariat of the Council supports the Presidencies and members of these institutions, in close cooperation with other EU institutions and relevant EU agencies, in developing the appropriate EU policies and identifying priorities for actions in this field.

To cope with an ever-increasing workload, the General Secretariat of the Council intends to recruit a seconded national expert. The expert will be involved in all aspects of policy support relating to cyber and digital files, including providing support to the Horizontal Working Party on Cyber Issues.

The duration of the secondment is two years, with the possibility of an extension to a maximum of four years in total. Under Article 5 of Council Decision 2015/1027/EC, it could be further 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 her/his duties at the General Secretariat of the Council by **1 January 2018**.

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, 30.06.2015, repealing Decision 2007/829/EC). Under Article 2 of that 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 proposals indicated the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae giving details of education and of all posts held up to the present and by a letter stating the motivation for the application.

Replies to this letter should be sent by e-mail, no later than **27 October 2017, 17.00 Brussels time**, to the following address: **service.recrutement-END@consilium.europa.eu**.

The DG D2 Justice 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 who to appoint on the basis of 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 7489, or +32 485 718 506).

Yours faithfully,



Cesira D'ANIELLO

Annexes:

Annex 1 - Job description

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

**DG D, Directorate 2:  
Justice**

*Ref.: END/6/2017 (3239)*

**Job description**

**A. Tasks**

Under the direct authority of the Director for Justice (DG D 2), working closely with Council officials within various teams, the expert will have to perform the following tasks:

- Advise and assist the Presidency in the development and implementation of the Council's cyber and digital policies, including providing support to the Horizontal Working Group on Cyber issues.
- Provide briefings and advice to Presidencies and the hierarchy.
- Participate in numerous and varied meetings organised by EU bodies or other parties.
- Ensure coordination on cyber/digital policy issues between various competent stakeholders, both within the Council and with other EU institutions, agencies and bodies active in this field.

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

- A level of education which corresponds to completed university studies of at least three years attested to by a diploma, or equivalent vocational training attested to by a diploma or a certificate issued by an institute for advanced studies in a relevant field or by an institute such as a police academy, a military academy, a law degree or practical experience in a Ministry of Interior or Justice.
- Professional experience of at least five years in cyber and digital matters.
- Knowledge of the EU institutions, in particular in the justice and home affairs area, would be an asset.
- A thorough knowledge of one official language of the European Union<sup>1</sup> and a satisfactory knowledge of a second language are required for the performance of these duties. In practice, in the interest of the service, as drafting and editing skills are especially needed, a thorough oral and written command of English is required.

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<sup>1</sup> The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

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

- Excellent drafting and communication skills.
- Ability to work effectively in a team.
- Good organisational skills and ability to manage a heavy workload.
- Flexibility and the adaptability required to work in a multinational environment.
- Autonomy and a strong sense of initiative.
- Discretion.

### **D. Security clearance**

- National security clearance at EU SECRET level. Such clearance must be obtained by the candidate from his/her competent authorities before secondment to the General Secretariat of the Council. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the General Secretariat reserves the right to refuse the candidate's secondment as a 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.

For more information relating to the selection, please contact: Ms Monika Kopcheva ([monika.kopcheva@consilium.europa.eu](mailto:monika.kopcheva@consilium.europa.eu), tel. +32 2 281 7489, or +32 485 718 506)