



## ***NATIONAL EXPERTS SECONDED TO ENISA***

**Ref. ENISA-SNE-2013-04**

Applications are invited for the establishment of a **reserve list of National Experts** to be seconded to the European Network and Information Security Agency.

### **The Agency**

The European Network and Information Security Agency was established by the European Parliament and the Council Regulation (EU) No 526/2013 of 21 May 2013 (OJ L 165/41, 18.06.2013) in order to assist the Union in ensuring a high and effective level of network and information security. The Agency shall contribute to the development of a culture of network and information security for the benefit of the citizens, consumers, enterprises and public sector organisations of the European Union.

ENISA shall assist the Commission, the Member States and the business community in meeting the requirements of network and information security, including those of present and future Community legislation.

In particular, its activities shall be focused along five main axes:

- collecting and analysing data on security incidents and emerging risks in Europe;
- assisting and advising the Commission and the Member States in their dialogue with industry to address security related problems and, when called upon, in the technical preparatory work for updating and developing Community legislation in the field of network and information security;
- promoting best practices, risk assessment and risk management, training and awareness raising actions;
- encouraging co-operation between different actors, developing and maintaining contact with institutions, the business community and consumer organizations, notably through public/private partnerships;
- tracking the development of standards for products and services in the field of network and information security and promoting their use.

The headquarters of ENISA is Heraklion, Crete (Greece). Place of secondment is Heraklion. The Staff is expected to be increasingly mobile in order to respond to the needs of the Member States as determined by the Agency. Applicants will be expected to travel in line with the requirements of the assignments for which they are working.

ENISA also has an office in Athens.

Further information about ENISA may be found on our website:

<http://www.enisa.europa.eu/>

## **Job Description**

Reporting directly to the Head of ENISA's Public Affairs Unit, the Media, Outreach and Communications SNE will support ENISA's communications activities.

The Media, Outreach and Communications SNE will perform the following activities:

- Researching and writing media releases;
- Drafting and producing articles, and newsletters (for internal and external audiences);
- Liaising with journalists;
- Liaising with ENISA's media distribution contractor;
- Contributing to the maintenance of a network of communications contacts;
- Web publishing and content creation for ENISA website and social media; ensure coherence and consistency of presentation and style;
- Manage the webmaster account;
- Contributing to the ENISA web site and assist with users' requests;
- Producing summaries and evaluations of communications activity;
- Preparing financial commitments, payments, procurement and additional supporting documents as necessary;
- Tracking work progress and reporting status in area of responsibility;
- Any other duties that are appropriate to the role and are required by the section.

## **Qualifications and experience required:**

### ***a) Formal requirements:***

- A level of education which corresponds to completed secondary school education (usually to age 18) attested by a diploma or certificate
- In addition to the above, 3 years of professional experience in public relations, or the media (press/television/radio/online) relevant to the duties concerned, after completion of secondary school education
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language;
- Be a national of a Member State of the European Union or the EFTA countries.

## ***b) Selection criteria:***

### **Essential**

- Excellent spoken and written English (equivalent to native level)
- Experience of writing for web and web editing
- Ability to write news stories to deadlines
- Experience working in media or in press/public relations (agency or in-house)
- Experience of working in and with public sector organisations

### **Advantageous:**

- Ability to develop news story ideas
- Good German and/or French, (and/or Greek)
- Experience of working with social media
- Experience in desktop publishing and/or graphic design
- Experience of photography, video and online social media
- Knowledge of the IT sector
- Knowledge of EU affairs

### **Conditions of secondment**

The National Experts will be seconded to the Agency for a period of minimum 6 months with the possibility of renewal up to four years. The secondment will start as soon as a position is available according to ENISA needs.

### **Submission of applications**

In order for an application to be considered valid, candidates are requested to submit to their Permanent Representation to the European Union in Brussels the following documents:

- Detailed **curriculum vitae in European format** available on the following web site: <http://europass.cedefop.europa.eu/>
- **Letter of motivation** (1 page maximum)

The applications including CV and letter of motivation should be sent preferably in English. Applicants may contact the Ministry of Foreign Affairs in their own country in order to obtain the contact details of the Permanent Representation to the European Union in Brussels.

**The closing date for the submission of applications is 31<sup>st</sup> July 2013. The Agency will only take into account applications sent by the Permanent Representations before the deadline.**

**Applicants shall liaise with their Permanent Representation to ensure that their application reaches the Agency in good time to meet the closing date.**

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