

Vacancy Notice

SECONDED NATIONAL EXPERTS (SNE)

Ref. ENISA-SNE-2015-06

Applications are invited for the recruitment of a: **Seconded National Expert** at the European Union Agency for Network and Information Security.

1. The Agency

The European Union Agency for Network and Information Security 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)¹ 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.

The Agency will facilitate the development of a culture of security that builds on solid education and training foundations, awareness and best practices, and that encourages individuals, business and public administrations to actively participate in the protection of their information technology and network facilities.

In establishing and promoting this holistic approach to security, the Agency's 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.

ENISA is located in Heraklion with an operational office in Athens (Greece). The place of employment for the seconded national expert is Athens. ENISA's staff are expected to be reasonably mobile in order to respond to the needs of the Member States on the basis of planned as well as ad hoc needs. Applicants will be expected to travel in line with the requirements of the assignment for which they are employed.

Further information about ENISA may be found on our website: <http://www.enisa.europa.eu/>

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:165:0041:0058:EN:PDF>

2. Job description

The Administration and Support Department seeks to enhance the functionality of the administrative procedures of the Agency and to provide administration related services.

This post is intended to strengthen the capacity of the ASD to coordinate and deliver some of the several areas that are actually dependent of the Head of the Department.

The post will cover the following activities (services and deliverables):

- a) Physical security
- b) Internal Control Coordination (including risks assessment / ex-post controls / etc.)
- c) Quality management system
- d) Hellenic Authorities - Protocol
- e) Health & Safety
- f) Facilities Management
- g) Internal Communication
- h) Management Reporting
- i) Network of Agencies Coordination
- j) Network with institutional bodies (DG HR / DG Budget / DG CNECT / Ombudsman / OLAF / etc.
- k) Internal Audit Service / Court of Auditors (including external audit) / etc.
- l) ENISA general report
- m) Multi-Annual Staff Policy Plan
- n) Management Board and Executive board (related areas)
- o) Procedures / Administrative notes / internal workflows and compliance
- p) Any other related tasks as required by the Head of Administration and Support Department

The seconded national expert will be reporting directly to the Head of ASD and coordinating a team that will have the following responsibilities:

- a) Physical Security & Safety
- b) Support to the Internal Control Coordination (including risks assessment, ex-post controls, support, etc.)
- c) Hellenic Authorities (VAT management, Individual privileges management, etc.)
- d) Facilities Management
- e) Internal Communication
- f) Management Reporting

- g) Support Internal Audit Service, Court of Auditors (including external audit), etc.
- h) ENISA general report
- i) Quality management - Procedures, internal workflows, compliance, etc.

Qualifications and experience required – Eligibility criteria for the position

(Candidates who do not meet any of the following formal requirements are not eligible to apply and as a consequence their application will not be assessed for this selection).

a) Formal requirements:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- In addition to the above, 3 years of professional experience in security or in any other field relevant to the duties concerned, after the award of the university degree;
- 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 and the EFTA countries.

b) Selection criteria

High Scoring Criteria (5 points per criterion)

- University degree in security or related areas
- Proven experience in the areas mentioned in the job description
- Proven experience in Logistics and Buildings management
- Experience in Human Resources management
- Knowledge in quality management systems
- Knowledge of internal control systems in the administration area
- High level of communication skills
- Professional writing skills
- High level of written English and high level of fluent spoken English

Low Scoring Criteria (2 points per criterion)

- Work experience in multi-cultural environments
- Excellent organizational skills

IMPORTANT:

All high scoring and low scoring criteria are evaluated in order to identify the candidates to be invited for an interview. Only candidates scoring above the threshold to be set by the selection committee will be invited for an interview. Therefore candidates are recommended to give evidence of their knowledge by specific examples and/or detailed professional experience in the application form in order to be evaluated in the best possible way. To that purpose candidates are requested to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences.

3. Conditions of Secondment

The National Experts will be seconded to the Agency for a period of minimum 1 year with the possibility of renewal up to four years. The secondment will start as soon as a position is available according to ENISA needs.

4. Data protection

The purpose of processing of the data you submit is to manage your application(s) in view of possible pre-selection and recruitment at ENISA. ENISA does not publish personal data of candidates. Personal data is processed by and accessible to authorised ENISA personnel. Personal data submitted is kept confidential. ENISA adheres to and is regulated under Regulation (EC) No 45/2001 on personal data. ENISA is supervised by EDPS, <http://www.edps.europa.eu>. For any further enquiries you may contact the Data Protection Officer at: dataprotection@enisa.europa.eu

Candidates are referred to our privacy statement which explains how ENISA processes personal data in relation to recruitment selections.

5. Equal opportunities

ENISA is an equal opportunities employer and accepts applications without distinction on the grounds of sex, racial or ethnic origin, religion or belief, age or sexual orientation, marital status or family situation. Applications from women and disabled candidates are encouraged. Seconded national experts are selected on the broadest possible geographical basis from among nationals of all Member States of the European Union.

6. Submission of applications

Information about the application procedure at ENISA may be found on our website:

<http://www.enisa.europa.eu/about-enisa/recruitment/application-procedure>

Candidates shall carefully check whether they meet all formal requirements by the closing date for the 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 website:
<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.

This call for seconded national experts will remain open until 15/Oct/2015 at 14:00 (Greek local time).

Only the applications received from each Permanent Representations will be taken into consideration.

Failure to fulfill the requirements above may result in exclusion from the selection process.

At this stage of the selection procedure candidates are not required to send any additional supporting documents with the application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.).

The **closing date** and time for the submission of applications is:

Thursday 15 October 2015 (14h00 Heraklion, Greece local time).

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