



# VACANCY NOTICE: SECONDED NATIONAL EXPERTS (SNE) – CAPACITY BUILDING

REF. ENISA-SNE-2023-02

Type of contract	Seconded National Expert (SNE) <sup>1</sup>
Duration of contract	Flexible: starting from 6 months up to 4 years
Area	Capacity Building Unit
Place of Employment	Athens, Greece
Publication date	13/06/2023
Deadline for applications	31/12/2023 at 23:59:59 hrs GR time (CET <sup>2</sup> +1)

## 1. THE AGENCY

ENISA's mission is to achieve a high common level of cybersecurity across the Union, by actively supporting Member States, European Union institutions, industry, academia and EU citizens<sup>3</sup>.

ENISA contributes to policy development and implementation, supports capacity building and preparedness, facilitates operational cooperation at Union level, enhances the trustworthiness of ICT products, services and processes by rolling out cybersecurity certification schemes, enables knowledge sharing, research, innovation and awareness raising, whilst developing cross-border communities and synergies.

ENISA is located in Athens, Greece (the agency's official seat) with a branch office in Heraklion, Crete, Greece and a Local Office in Brussels, Belgium.

Further information about ENISA is available on the ENISA website: <https://www.enisa.europa.eu/>.

## 2. THE UNIT CAPACITY BUILDING (CBU)

The Capacity Building Unit (CBU) ensures the performance of the tasks of the Agency as set out in Art. 6 and Art 7(5) of the Cyber Security Act (CSA)<sup>4</sup>. CBU is responsible for and leads the activities relevant to achieving the strategic objective "Cutting-edge competences and capabilities in cybersecurity across the Union" as outlined by MB/2020/8<sup>5</sup>. The Capacity Building Unit undertakes efforts to further increase the capabilities, develop skills and enhance

<sup>1</sup> On the basis of the [Decision No MB/2013/15](#)

<sup>2</sup> Central European Time Zone.

<sup>3</sup> Regulation (EU) 2019/881 - Cybersecurity Act: <http://data.europa.eu/eli/reg/2019/881/oj>

<sup>4</sup> Regulation (EU) 2019/881 - Cybersecurity Act: <http://data.europa.eu/eli/reg/2019/881/oj>

<sup>5</sup> [https://www.enisa.europa.eu/about-enisa/structure-organization/management-board/management-board-decisions/mb-decision-2020\\_8\\_on-enisa-strategy](https://www.enisa.europa.eu/about-enisa/structure-organization/management-board/management-board-decisions/mb-decision-2020_8_on-enisa-strategy)



preparedness of EU Member States and businesses to raise their resilience and comprehensively respond to cyber threats. With a view to increasing Union preparedness in responding to incidents. In this context, among its activities CBU

- organises cybersecurity exercises at Union level (incl. planning, preparing and organising as well as analysing the results. Moreover, CBU also contributes to covering the needs for training and training materials, including the needs of public bodies with the aim to assist Member States and Union institutions, bodies, offices and agencies in developing their own training capabilities.
- contributes to the development and updating of strategies on the security of network and information systems at Union level. It assists the Member States and Union institutions, bodies, offices and agencies in their efforts to build and enhance capabilities and preparedness to prevent, detect and respond to cyber threats and incidents and in relation to the security of network and information systems.
- develops and maintains the 'information hub' a one-stop-shop portal providing the public and other stakeholders with information on cybersecurity originating in Union and national institutions, bodies, offices and agencies.

### 3. THE JOB

The aim of this vacancy notice is to establish a pool of interested candidates for secondment linked to current and future workstreams. In this stage, ENISA is looking to recruit one seconded national expert (SNE), even though more opportunities may arise in the future, since ENISA is constantly searching for experts. This call aims to attract candidates who could support the Agency's activities in the areas of work covered by the Capacity Building Unit, as described in section 2 above.

### 4. WHAT TASKS CAN AN SNE EXPECT TO PERFORM?

The successful candidate(s) are expected to perform some of the following tasks. The actual tasks will be discussed with successful candidates based on their experience and in the interest of service:

- contribute to the organisation of cybersecurity exercises (technical as well as tabletop) at Union level incl. planning, preparing and organising as well as analysing the results.
- contribute to the review, organisation and delivery of training courses and training materials on NIS.
- contribute to the development and updating of National Cyber Security Strategies by assisting Member States and Union institutions, bodies, offices and agencies in their efforts to build and enhance capabilities and preparedness to prevent, detect and respond to cyber threats and incidents and in relation to the security of network and information systems.
- support other activities in relation to EU policy developments and implementation in the area of capacity building or take on additional similar tasks as required in the interest of service.

The successful candidate will be required to act and abide by **ENISA's core values**.

- **Community Mind-Set:** ENISA works with communities, respecting their competencies and expertise, and fosters synergies and trust to best achieve its mission.

- **Excellence:** ENISA aims for state-of-the-art expertise in its work, upholds the highest quality standards of operation and evaluates its performance to strive for continuous improvement through innovation and foresight.
- **Integrity / Ethics:** ENISA upholds ethical principles and EU relevant rules and obligations in its services and working environment ensuring fairness and inclusiveness.
- **Respect:** ENISA respects fundamental European rights and values covering all its services and working environment, as well as the expectations of its stakeholders.
- **Responsibility:** ENISA assumes responsibility thus ensuring integration of the social and environmental dimensions into practices and procedures.
- **Transparency:** ENISA adopts procedures, structures and processes that are open, factual and independent, thus limiting bias, ambiguity, fraud and obscurity.

## 5. REQUIRED QUALIFICATIONS AND EXPERIENCE

### Who can apply?

To be considered eligible, candidates must satisfy all the **eligibility criteria** listed below:

### Eligibility criteria

1. Be a national of an EU Member States or of the Member States of the European Free Trade Area (EFTA), except where the Executive Director grants a derogation;
2. Have at least three years' experience of administrative or legal or scientific or technical or advisory or supervisory functions;
3. Have worked for their employer on a permanent or contract basis for at least 12 months before the secondment;
4. Remain in the service of that employer throughout the period of secondment;
5. Have a thorough knowledge of one EU language and satisfactory knowledge of a second EU official language. An SNE from a non-member state shall have thorough knowledge of one EU official language necessary for the performance of his/her duties.

## 6. WHAT ARE THE SELECTION CRITERIA?

### ENISA is looking for:

We are looking for you if you meet the eligibility criteria above and if you have:

1. At least three years of cybersecurity work experience;
2. Proven experience and knowledge in the areas relevant to capacity building as described in section 2 of this document;
3. Proven experience in the organisation of cyber exercises;
4. Excellent ability to work cooperatively with others in multicultural teams and across organisational boundaries;
5. Ability to prioritise and to organise activities/tasks/resources to deliver on several projects in parallel;

6. Strong communication skills in English, both orally and in writing and ability to communicate clearly and effectively with internal and external stakeholders.

## 7. WHAT ARE THE CONDITIONS OF SECONDMENT?

The framework for the Seconded National Experts (SNEs) at ENISA is defined in [Decision No MB/2013/15](#) of the Management Board of the European Union Agency for Cybersecurity laying down rules on the secondment of national experts (SNE) to the Agency<sup>6</sup>. Seconded National Experts (SNEs) are staff employed by a national, regional or local public administration who are seconded to the Agency so that it can use their expertise in a particular field. ENISA may avail of cost-free seconded national expert under certain conditions and in line with Article 2 of the MB Decision 2013/15 or SNEs for whom ENISA may pay the daily allowance and monthly subsistence allowance. For the exact conditions of applicability, we invite you to refer to the Management Board Decision No 2013/15.

SNEs must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay their salary, to maintain their administrative status (permanent official or contract staff member) throughout the period of secondment and to continue to be responsible for all their social rights, particularly social security and pension rights. An SNE is eligible to a daily subsistence allowance of **157.35 EUR**<sup>7</sup> and a monthly subsistence allowance paid by ENISA. SNEs may be eligible 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.

The initial period of secondment may not be less than six months or more than two years. It may be renewed one or more times, up to a total period not exceeding four years. Exceptionally, where the interests of the service warrant it, the Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

## 8. WHAT ARE THE STEPS OF THE SELECTION PROCEDURE?

1. Candidates send their applications (CV in Europass format and motivation letter, both documents in English) to their EU Permanent Representations;
2. Applications are forwarded by the EU Permanent Representations to ENISA;
3. The applications are screened by HR against the eligibility criteria listed in this vacancy notice;
4. Eligible applications will be provided to the hiring manager (Head of Unit) for assessment against the selection criteria taking into account candidates' areas of expertise and their competencies;
5. The hiring manager will contact the shortlisted candidates directly, perform remote interviews, check availability of candidates and discuss mutual expectations. The interview will aim to assess the suitability of the candidate to perform the duties, professional knowledge, competencies and motivation. The interview will be held in English;
6. After the hiring manager selected a candidate, ENISA contacts the candidate, the Permanent Representation of the Member State concerned and/or the employer of the SNE;

<sup>6</sup> <https://www.enisa.europa.eu/about-enisa/structure-organization/management-board/management-board-decisions/decision-no-mb201315-signed.pdf>

<sup>7</sup> Allowances are subject to correction coefficient which will be reviewed yearly with retroactive effect from 1 July. The current correction coefficient applicable for Greece is 89.4 % while for Brussels is 0%. Therefore, the allowance will be adjusted accordingly to the place of secondment.

7. The candidate must receive a formal approval for the secondment from their sending authority/employer. The secondment is implemented by an exchange of letters between the Executive Director and the Permanent Representation of the Member State concerned or the employer, as the case may be, attaching the SNE applicable rules. A copy of this agreement is sent to the Permanent Representation of the Member State concerned;
8. Candidates who were not selected after an interview remain in the pool of interested candidates for future secondment opportunities. We advise to update your application regularly to confirm your continued interest and apply.

## 9. HOW CAN I APPLY?

In order to be considered for this position, the SNEs' Permanent Representation must send the following documents to ENISA:

- a **CV in Europass format**<sup>8</sup>;
- a Motivation letter (preferably no more than one A4 page).

ENISA accepts applications for this call on a rolling basis.

The application should be sent via the Permanent Representations of the applicants Member State (please see note below) to the following address: **recruitment@enisa.europa.eu**. Only complete and received within the deadline applications, will be accepted and considered further in the evaluation process.

**Note: please note that ENISA only accepts applications submitted through the Permanent Representation, applications from individuals will not be accepted.**

## 10. EQUAL OPPORTUNITIES

ENISA is an equal opportunities employer and accepts applications without distinction on the grounds of gender, racial or ethnic origin, religion or belief, age or sexual orientation, marital status or family situation. Applications from women and disabled candidates are encouraged. SNEs applications are assessed solely on the basis of their merit, and as per Staff Regulations, the Agency recruits staff on the broadest possible geographical basis from among nationals of all Member States of the European Union.

## 11. DATA PROTECTION

All personal data shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such 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](mailto:dataprotection@enisa.europa.eu)

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<sup>8</sup> <https://europass.cedefop.europa.eu/documents/curriculum-vitae>.



Candidates are invited to consult the [privacy statement](#) which explains how ENISA processes personal data in relation to recruitment selection processes.

