



# Call for Expressions of Interest for Seconded National Experts (SNEs) in Cybersecurity Certification, Operational Security and NIS Directive/Critical Information Infrastructure

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The purpose of this call is to establish a list of candidates interested in working as Seconded National Experts (SNEs) at the European Union Agency for Network and Information Security (ENISA).

Seconded national experts (SNEs) enable the Agency to benefit from their high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available.

**The duration of this call is one year with closure for applications by 18/03/2020 at 16:00 (Greece local time).**

## 1 ENISA

The Agency is a centre of expertise for cyber security in Europe.

Since it was set up in 2004<sup>1</sup>, ENISA is actively contributing to a high level of network and information security (NIS) within the Union, to the development of a culture of NIS in society and in order to raise awareness of NIS, thus contributing to proper functioning of the internal market.

ENISA focuses on five main areas:

- Collecting and analysing data on security incidents and emerging risks in Europe;
- Assisting and advising the European 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 organisations, 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.

In addition, proposed in 2017 as part of a wide-ranging set of measures to deal with cyber-attacks and with a view to building strong cybersecurity in the EU, the draft **Cybersecurity Act** includes:

- A permanent mandate for the EU Cybersecurity Agency, ENISA;
- A stronger basis for ENISA in the EU cybersecurity certification framework to assist Member States in effectively responding to cyber-attacks with a greater role in cooperation and coordination at Union level.

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<sup>1</sup> Regulation (EU) No 526/2013 of the European Parliament and of the Council of 21 May 2013, repealing Regulation (EC) No 460/2004, (OJ L 165/41, 18.06.2013).





ENISA is located in Athens, Greece (the agency's official seat) with a branch office in Heraklion, Crete, Greece. The place of secondment for the **Seconded National Experts** is **Athens**.

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

## 2 General conditions of secondment

The framework for the appointment of SNEs at ENISA is contained in the **Decision No MB/2013/15** of the Management Board of the European Union Agency for Network and Information Security laying down rules on the secondment of national experts (SNE) to the Agency.

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.

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. The SNE shall be entitled to daily subsistence allowance of 140.49 EUR<sup>2</sup> and monthly allowances paid by ENISA. SNEs may be entitled 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.

For a complete overview of the SNE definition and eligibility conditions, please refer to the **Decision No MB/2013/15**.

## 3 Assignments

The successful SNE will be mainly assigned to the Core Operations Department of the Agency's. Depending on the Agency's needs, applications received through this call may also be considered for the recruitment of similar profile within other operational activities of the Agency.

The areas of responsibility may include:

- Assist in developing and drafting policies, procedures, processes and reports in the area of cybersecurity;
- Develop relationships with relevant stakeholders, take stock of their needs and requirements, and issue targeted recommendations, in line with the needs of the work programme;
- Contribute to the dissemination and taking up of the results of the Agency;

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<sup>2</sup> Allowances are subject to correction coefficient 81.8%, which will be reviewed yearly with retroactive effect from 1 July.



- Contribute to the delivery of ENISA's Single Programming Document objectives;
- Identify, promote and assist with the implementation of best practices;
- Support the organisation of workshops, conferences and other events relevant to the certification and/or standardisation activities of the Agency, including statutory meetings involving institutional stakeholders and the EU Member States;
- Take on additional responsibilities as required in the interest of the service.

In terms of specific cybersecurity policy areas, the successful SNE may contribute to the following ones:

- Support the delivery of candidate cybersecurity certification schemes, in line with requests received and handled by the Agency;
- Carry out analysis in cybersecurity certification;
- Support activities, analysis and policy implementation in the area of operational security, notably Exercises and Cyber Crisis Cooperation (Blueprint);
- Support and contribute to the implementation of the Network and Information Security Directive and Critical information Infrastructure Protection and/or Smart Infrastructures/Internet of Things.

#### 4. Qualification and experience required

The SNEs shall be selected according to an open and transparent procedure based on the following criteria:

##### Eligibility criteria

- 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 derogation;
- Have at least three years' experience of administrative or legal or scientific or technical or advisory or supervisory functions;
- Have worked for their employer on a permanent or contract basis for at least 12 months before the secondment;
- Remain in the service of that employer throughout the period of secondment;
- 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.

##### Selection criteria

High scoring criteria (5 points per criterion):

- University degree in a relevant field;
- Proven working experience in developing and drafting policies, procedures, processes and reports in the area of certification and/or standardisation as well as operational security and CIIP involving a significant cybersecurity component;
- Strong experience in engaging with policy makers, regulatory and/or standardisation / certification bodies or other operational communities, preferably in a multi-cultural environment;
- Good knowledge of current regulatory and policy initiatives of the EU and/or EU Member States in the area of cybersecurity certification and standardisation, NIS Directive and CIIP;

- Strong communication skills in English, both orally and in writing;
- Excellent ability to work cooperatively with others in multicultural teams and across organisational boundaries.

Low scoring criteria (2 points per criterion):

- Experience in project management and knowledge of management principles;
- Demonstrated ability to remain effective under heavy workload and to meet statutory and organisational deadlines consistently regardless of change in the working environment;
- Ability to prioritise and to organise activities/tasks/resources to deliver on several projects in parallel.

**IMPORTANT:** All 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 Board 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 their application in order to be evaluated in the best possible way. To that purpose candidates are requested to be detailed and as clear as possible in the description of their professional experience and specific competencies.

## 4 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. SNEs recruited on the broadest possible geographical basis from among nationals of all Member States of the European Union/EFTA.

## 5 Steps of the secondment procedure

1. Candidates send their applications (CV in Europass format and motivation letter, both documents in English) to their Permanent Representations<sup>3</sup>,
2. Applications are forwarded by the Permanent Representations to ENISA;
3. The applications are screened against the eligibility and selection criteria by the Selection Board;
4. The shortlisted candidates are required to undergo an interview;
5. As a result of the interview, selected candidates are placed in the SNE reserve list;
6. When a position becomes available, the Executive Director authorises the secondment and ENISA contacts the candidate, the Permanent Representation of the Member State concerned and/or the employer of the SNE;
7. 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. A copy of the rules applicable to SNEs at ENISA shall be attached to the exchange of letters;

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<sup>3</sup> List of Permanent Representations to EU can be found on the EUROPA website:  
<http://europa.eu/whoiswho/public/index.cfm?fuseaction=idea.hierarchy&nodeID=3780&lang=en>



8. The secondment is established by an agreement on secondment between the Executive Director, the SNE and/or his employer. A copy of this agreement is sent to the Permanent Representation of the Member State concerned.

Due to the large volume of applications, only applicants short-listed for interview will be contacted further. Please consider that Selection Board proceedings are covered by the secrecy.

## 6 Submission of applications

For applications to be valid, SNEs' Permanent Representation must send the following documents to the dedicated mailbox: [sne@enisa.europa.eu](mailto:sne@enisa.europa.eu)

- Detailed Curriculum Vitae in **Europass format in English** (other formats will not be considered). CV in Europass format can be found at: <http://europass.cedefop.europa.eu/>
- Motivation letter in English (preferably no more than one A4 page)

ENISA accepts applications for this call on a rolling basis.

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

The final deadline for the submission of applications is: **18/03/2020 at 16:00 (Greece local time)**

**Applications sent after the deadline will not be considered. Candidates are reminded not to wait until the final days before the closing date for the submission of applications.**

Incomplete or incorrectly filled applications will be disqualified and treated as non-eligible.

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.).

If, at any stage of the procedure, it is established that any of the information the candidate provided is incorrect, the candidate in question will be disqualified.

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)

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

