



**VACANCY NOTICE FOR THE POSITION OF
*SECURITY AND RESILIENCE OF COMMUNICATION NETWORKS OFFICER***

Ref. ENISA-CA-III-2012-05

Applications are invited for the position of **Security & Resilience of Communication Networks Officer** at 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 (EC) No 460/2004 of 10 March 2004 (OJ L 77, 13.3.2004)¹ in order to assist the Community in ensuring a high and effective level of network and information security. Regulation (EC) No **1007/2008**² of the European Parliament and of the Council of 24 September 2008 amended Regulation (EC) No 460/2004 establishing the European Network and Information Security Agency as regards its duration. The Agency contributes 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 assists 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 focus 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 seat of ENISA is in Heraklion, Crete (Greece).

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=CELEX:32004R0460:EN:HTML>

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:293:0001:0002:EN:PDF>

Job description

The Security and Resilience of Communication Networks Officer will initially work in the Resilience and CIIP Unit of ENISA, but must have the ability and willingness to contribute to other areas of the ENISA work programme as and when required. Allocation of tasks is based on an internal work plan developed by the Agency.

The Resilience and CIIP unit of ENISA³, among others, assist National Regulatory Authorities to implement national mandatory security incidents, develops security measures and good practices for ICS-SCADA, Smart Grids, Cloud Computing, and interconnected networks. It also organises pan European cyber security exercises and assists Member States in developing cyber contingency plans. Finally the unit manages the Pan European Public Private Partnership (PPPs) for Resilience and assists Member States in developing national PPPs.

The successful candidate will be responsible for the following tasks:

- Support the collection of information and knowledge on security policies, good practices, measures and standards in the area of Network and Information Security.
- Perform stock taking, survey experts, analyse and develop recommendations in different areas of Network and Information Security, in line with the needs of the work programme.
- Identify relevant stakeholders, form expert groups, manage them including steering and editing technical content, organise workshops and validate findings
- Set up and manage tenders and contracts related to the above topics
- Contribute to the dissemination and take up of the results of the Agency.

Qualifications and experience required

a) Formal requirements:

- A level of post-secondary education attested by a diploma⁴, or
- A level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience⁵ of three years.
- Where justified in the interest of the service, professional training or professional experience of equivalent level,
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language⁶.

³ <http://www.enisa.europa.eu/act/res>

⁴ Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

⁵ Professional experience connected with the Agency's areas of activities shall be taken into account and is counted only from the time the candidate obtained the certificate or diploma required for admission to the selection procedure.

⁶ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.

In addition, in order to be eligible a candidate must:

- Be a national of one of the Member States of the European Union;
- Be entitled to his/her full rights as a citizen⁷;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post⁸.

b) Selection criteria:

Essential

- Good professional experience in the tasks described above
- Understanding of policy, organisational and technical issues related to the security and resilience of communication networks
- Good experience in collecting and analysing data and drafting reports
- Good analytical skills
- Good knowledge of written and spoken English
- Strong communication skills (the ability to present results in public and in clear written English).
- Self-motivated and self-reliant in managing tasks

Advantageous

- University degree in the exact sciences, such as for example Computer Science, Engineering, Physics or Mathematics
- Experience in identifying and developing good practices in security and resilience of communication networks
- Experience in (preferably international) projects on topics related incident reporting mechanisms, minimum security measures for ISPs and service providers, cyber security exercises and cyber contingency plans, good practices for ICS-SCADA, Smart Grids and interconnected networks, security of cloud computing
- Experience in liaising with political and regulatory bodies as well as standardisation bodies
- Good understanding of the European and national policy agendas in the area of security and resilience of communication networks

Selection procedure

The Security and Resilience of Communication Networks Officer will be appointed on the basis of a shortlist of candidates proposed by the Selection Committee and established following an open selection process involving interviews.

More specifically, the Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the vacancy notice. The applications of the candidates admitted to the selection procedure are reviewed and the Selection

⁷ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

⁸ Before appointment, the successful candidate shall be medically examined in line with the requirement of Article 28(e) of the Staff Regulations of Officials of the European Communities.

Committee decides on those candidates who are invited to attend an interview. The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not automatically be eligible. Should the Selection Committee discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified. Candidates may be asked to undergo a written test; should this be the case candidates will be informed in advance. The activity of the Selection Committee ends with the drawing of a reserve list of suitable applicants to occupy the position advertised. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

The reserve list will be valid until 31/12/2013 and may be extended by decision of the Executive Director for a further 12 months. Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

The reserve list may be used for the recruitment in another post carrying the same profile as the one described above. The Selection Committee is nominated by the Appointing Authority; its work and deliberations are confidential and impartial. **It is strictly forbidden for the candidates to make any contact with the Selection Committee, either directly or indirectly. Any infringement to this rule will disqualify the candidate from the competition.**

All enquiries or request for information in relation to the competition should be addressed to the following email address recruitment@enisa.europa.eu

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

Contractual conditions

The successful candidate will be recruited as a member of the contractual staff, pursuant to Article 3a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years renewable or until the end of the Agency's mandate whichever is the earliest.

The appointment will be in grade: **FG III**. The grade (8, 9 or 10) will be determined in accordance with the number of years of experience of the successful candidate.

Successful candidates, who are recruited, shall undergo an initial probation period of 9 months. For reasons related to the Agency's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

Pay and welfare benefits

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances.

The indicative basic monthly salary⁹ for grade FG III, step 8, is **2457.08 EUR**. Nevertheless, this basic salary is adapted through a series of allowances according to your personal situation (i.e. marital status, dependent children, not being national of the State hosting ENISA and not having habitually resided within the territory of that State during the five years ending six months before the staff member entered the service, etc). The provisions guiding the calculation of these allowances can be consulted in Annex VII of the Staff Regulations available at the following address:

http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm

Community Tax

The salaries of staff members are subject to a Community tax deducted at source. They are exempt from national tax on salary and are members of the Community social security and pension schemes.

For additional information about salaries, deductions and allowances please consult the Staff Regulations of Officials of the European Communities:

http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm

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. The staff is recruited on the broadest possible geographical basis from among nationals of all Member States of the European Communities.

⁹ Basic Salary: there is a basic salary scale for each grade, divided into a number of steps. The final step is defined according to the total number of years of experience starting from the education certificate/degree giving access to the position.

Allowances: In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance. Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

Complaints

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

ENISA

Attn: Human Resources

P.O. BOX 1309

71001 Heraklion, Greece.

The complaint must be lodged **within 3 months**. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://eurlex.europa.eu>) starts to run from the time you are notified of the act adversely affecting him/her.

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.

The **closing date** for submission of applications is **Monday 17th September 2012**.

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