

# SECONDED NATIONAL EXPERTS (SNEs) – OPERATIONAL COOPERATION

REF. ENISA-SNE-2020-13

## 1. MISSION OF THE EUROPEAN UNION AGENCY FOR CYBERSECURITY (ENISA)

The European Union Agency for Cybersecurity (ENISA) holds an enhanced role under the mandate of the Cybersecurity Act Regulation<sup>1</sup>. Our 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.

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

In this stage, ENISA is looking to recruit **3 seconded national experts (SNEs)** who could support the Agency's activities in the area of operational cooperation in view of the tasks outlined in Article 7 of the Cybersecurity Act. This entails cyber crisis management, common situational awareness and incident response during or after massive incidents. ENISA will fulfil some of these tasks through structured cooperation with CERT-EU (which is being set up). Separately, it also carries out the role of the secretariat for the operational platforms, such as for the CSIRT Network or CyCLONE Group within the Blueprint framework. The recruited SNEs would be actively involved in the implementation of these tasks.

**ENISA accepts applications for this call until 30.06.2021 at 15:00 CET.**

**Place of employment: Athens, Greece or Brussels, Belgium<sup>2</sup>.**

## 2. WHAT TASKS CAN A SNE EXPECT TO PERFORM?

The successful candidate(s) are expected to perform the following tasks:

- Contribute to crisis management and facilitate incident handling in case of cross-border massive cyber incidents, through supporting the functioning of operational cooperation among Member States, Union institutions, bodies, offices and agencies, and between stakeholders, including within the context of the Blueprint (or any other framework agreed at the Union level);
- Contribute to developing a cooperative response at Union and Member States level to large-scale cross-border incidents or crises related to cybersecurity, including the development and improvement of Standard Operational Procedures and assisting in linking the capacity building activities undertaken through structured cooperation with CERT-EU with the needs of operational communities in Member States;

<sup>1</sup> Regulation (EU) 2019/881 - Cybersecurity Act: <http://data.europa.eu/eli/reg/2019/881/oj>

<sup>2</sup> ENISA is in the process of establishing a Local Office in Brussels and it is foreseen that the successful candidates will be posted in Brussels, Belgium. However, this call does not in any way prejudice the decision which should be taken by the Management Board of the Agency as regards to allowing the Executive Director to establish such an office. ENISA reserves the right as per Staff Regulations to change the location of the post should it be in the interest of the service. The place of employment will be decided in line with ENISA's needs.

- Support the crisis communication of cross-border large-scale incidents and crises (Cyber Crises Management);
- Support other activities in relation to EU policy developments and implementation in the area of operational cooperation or take on additional similar tasks as required in the interest of service.

### 3. 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>3</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 2013/13 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<sup>4</sup>.

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 **143.30 EUR**<sup>5</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.

### 4. WHAT ARE THE ELIGIBILITY CRITERIA?

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

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. Have a valid security clearance at the level of SECRET UE / EU SECRET.

### 5. WHAT ARE THE SELECTION CRITERIA?

All eligible candidates will be assessed against selection criteria (high scoring and low scoring criteria). Only candidates scoring above the threshold to be set by the Selection Board will be invited for an interview.

<sup>3</sup> <https://www.enisa.europa.eu/about-enisa/structure-organization/management-board/management-board-decisions/decision-no-mb201315-signed.pdf>

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<sup>5</sup> Allowances are subject to correction coefficient 81.8%, which will be reviewed yearly with retroactive effect from 1 July.

Therefore, candidates are recommended to give evidence of their knowledge and experience by specific examples and/or detailed professional experience in their application (Europass CV and Motivation letter) in order to be evaluated in the best possible way.

### High Scoring Criteria (5 points per criterion)

1. University degree;
2. Proven experience and knowledge in the area of operational cooperation<sup>6</sup> including deep understanding of the functions and duties of national cybersecurity authorities of EU Member States, their cooperation mechanisms with each other as well as with other relevant national and European stakeholders;
3. Proven experience in cyber crisis management or handling large-scale incidents at a high level within a national and/or EU and/or international context;
4. Strong communication skills in English, both orally and in writing.

### Low Scoring Criteria (2 points per criterion)

1. Proven experience in the field of situational awareness in a national or EU context;
2. Excellent ability to work cooperatively with others in multicultural teams and across organisational boundaries;
3. Ability to prioritise and to organise activities/tasks/resources to deliver on several projects in parallel.

## 6. WHAT ARE THE STEPS FOR THE SECONDMENT 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 against the eligibility and selection criteria by the Selection Board.
4. The shortlisted candidates will be invited to undergo an interview. The interview will aim to assess the suitability of the candidate to perform the duties, professional knowledge and motivation. The interview will be held in English.
5. As a result of the interview, selected candidates are placed in the SNE reserve list. Inclusion in the reserve list does not guarantee recruitment. The successful candidate will be selected from the established reserve list which may also be used for the recruitment of a similar post depending on the needs of ENISA;
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;
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.

**Note: It is strictly forbidden for the candidates to make any contact with the Selection Board, either directly or indirectly. Any infringement to this rule will disqualify the candidate from the competition.**

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<sup>6</sup> Covering duties enlisted or related to the tasks outlined in Article 7 of the Cybersecurity Act.

## 7. 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>7</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: [sne@enisa.europa.eu](mailto:sne@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.**

## 8. 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.

## 9. 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)

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

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<sup>7</sup> <https://europass.cedefop.europa.eu/documents/curriculum-vitae>.