

EEAS Vacancy Notice

Seconded National Expert in the RM.SCS - Security and Corporate Services Counter Intelligence Security Adviser – HQ Security and EEAS Security Policy – RM.SCS.3

Co-FINANCED

AD level post

Job No 334258

We are:

The European External Action Service (EEAS) supports the High Representative in the exercise of his mandate to conduct and implement an effective and coherent EU Common Foreign and Security Policy (CFSP), of representing the EU and of chairing the Foreign Affairs Council.

It also supports the High Representative in his capacity as Vice-President of the Commission with regard to his responsibilities within the Commission in the external relations field including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

Within the Security and Corporate Services Directorate, RM.SCS.3's (HQ Security and EEAS Security Policy) mission is to protect EEAS Staff, visitors, premises and physical assets in Brussels, as well as to protect classified Information relevant to the EEAS, by putting in place appropriate security measures and procedures. The Division has four sectors: Operations and Accreditations; EEAS Security Policy and Awareness; Projects and Engineering and Security Investigations.

A counter intelligence cell is also integral part of the division and directly attached to the head of division.

We propose:

The post of a "co-financed" Seconded National Expert on the position of Counter Intelligence Security Adviser in RM.SCS.3 HQ Security and EEAS Security Policy Division.

The post is co-financed by the EEAS (daily and monthly allowances) and by the EU MS (salary, social security and insurance).

The division's mission is to protect EEAS Staff, visitors, premises and physical assets in Brussels, as well as to protect classified Information relevant to the EEAS, by putting in place appropriate security measures and procedures. The Division has four sectors: Operations and Accreditations; EEAS Security Policy and Awareness; Projects and Engineering and Security Investigations.

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Functions and Duties:

Under the authority of the Head Division, the Seconded National Expert / Counter Intelligence Security Adviser is expected to perform the following tasks:

- contribute to enhancing security culture in the EEAS by executing its Security Rules, in general and its personnel security policy and counter-intelligence (CI) strategy in particular;
- close liaison with the CI cells across the EU institutional network;
- close liaison with Member States' services as well as those of third countries;

- contribute to implementing EEAS CI activities, including liaison with external partners, outreach to Delegation staff, including missions to Delegations as needed;
- strengthen the analysis capacity of the counter intelligence cell as regards the counter-intelligence / cyber nexus;
- contribute to counter-intelligence investigations;
- design and perform security awareness briefings focused on CI, for designated EEAS staff;
- contribute to updating relevant policies of the EEAS Security Rules.

We are looking for: (To be completed by Directorate/Division)

The European External Action Service (EEAS) is seeking a dynamic, proactive and highly motivated colleague with strong analytical and networking skills to occupy the post of Seconded National Expert (SNE).

The candidate should have a good understanding of EU policy-making and decision-making processes, and an understanding of inter-institutional relations as well as have relevant political experience in the proposed areas. The candidate will be working in a friendly and dynamic environment. He/she will have to work in an international and multicultural environment in close synergy with Member States and EU institutions.

Legal basis:

- This vacancy is to be filled in accordance with the EEAS Decision of the High Representative of the Union for Foreign Affairs and Security Policy HR DEC(2014) 01 of 04/02/2014 establishing the rules applicable to National Experts seconded to the European External Action Service.

Eligibility criteria:

Candidates must:

- a) Be drawn from public administrations in Member States, from international organisations or, only in exceptional cases and with prior authorisation from other sources;
- b) Have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions equivalent to those of function groups AD or AST as defined in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the Union or, where justified in the interests of the service, professional training of an equivalent level.¹;
- c) Have a thorough knowledge of one Union language and a satisfactory knowledge of a second language for the performance of his/her duties;
- d) Have a security clearance of minimum level **EU-SECRET/SECRET-UE** for the functions that he/she will carry out;
- e) Remain in the service of the employer throughout the period of secondment and shall be paid by that employer;
- f) Remain subject to the social security legislation applicable to the public administration, international administration or entity which employs the SNE and which will assume responsibility for expenses incurred abroad. In case of posting to an EU Delegation, the employer certifies that the SNE is covered for medical expenses incurred at the place of secondment, as well as costs of repatriation on health grounds throughout the full period of secondment;
- g) Ensure that there is no conflict of interest and that he/she will, at all times, safeguard the independence and coherence of EU foreign policy as well as the integrity and confidentiality of EU documentation, information and procedures.

¹ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see: <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

Selection criteria:

Candidates should:

A. Professional knowledge

- Have a professional experience of at least 5 years, preferably with an Intelligence Service, Ministry of Interior / Police or possibly Foreign Affairs area.
- extensive knowledge of the above-mentioned policy areas are required, including counter-intelligence analysis, operational activities, liaison work. Good working knowledge of the EU (institutional) environment and instruments in the area of external and security policy. Proven reporting and analysis capacity.
- Experience in the counter-intelligence/cyber nexus is considered a strong advantage

B. Skills

- Have the capacity to work and communicate under time constraints in an international diplomatic and multilingual environment. Intercultural sensitivity skills are required.
- Have the ability to work in teamwork, to coordinate and to communicate effectively.
- Have solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

C. Languages

- A thorough knowledge (capacity to write and speak) in English and French is required.

D. Personal Qualities

- Be dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges, including missions to EU Delegations.

Equal opportunities

- The EEAS is committed to an equal opportunities policy for all its staff and applicants. The EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.
- Candidates with disabilities are invited to contact SNE-HQ@eeas.europa.eu in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Art 1d.4 of the Staff Regulations.

Conditions of secondment

SNEs shall remain in the service of their employer throughout the period of secondment and shall continue to be paid by that employer. The EEAS will provide for the allowances in order to contribute to cover the SNE's living expenses in the place of secondment on a flat-rate basis. These allowances shall not be construed as remuneration paid by the EEAS.

Co-financed SNEs shall be entitled to:

- daily allowance (**160.03€/ calendar day²**) throughout the period of secondment;
- monthly allowance calculated on the basis of the distance between the place of origin (the employer's head office) and the place of secondment (**between 0 to 903.00 €/month³**);
- reimbursement of travels take up duties/end of secondment on a flat-rate basis (if not paid by the employer).

The EEAS will cover:

- missions-related costs incurred by the SNE posted in the EEAS HQ;
- complementary accident insurance 24/7 for SNE (not family members).

Other costs such as removal costs, salary, insurance, schooling (other than the European School fee), etc. shall not be covered by the EEAS.

Duration of the secondment: **2 years, renewable up to 4 years.**

Vacancy available from: 1 September 2024

Place of secondment: Brussels, Belgium

For further information, please contact:

Administrative questions: SNE-HQ@eeas.europa.eu

² Daily allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020

³ Monthly allowance Decision of the Director General for Budget and Administration of the European External Action Service adjusting the allowances provided for in Decision HR DEC(2014) 01 of 4 February 2014 - ADMIN(2020) 60 of 09/12/2020

