



Council of the European Union
General Secretariat

Directorate-General for Organisational Development and Services
Directorate for Human Resources
The Director

His /Her Excellency the Ambassador
Permanent Representative of the Member States to the
European Union

(by e-mail)

Brussels, 8 July 2026

Subject: Secondment to the General Secretariat of the Council of a national expert in the field of Information Security

Ref.: SNE/08/2026 (GSC. ORG.5.C.S1) - 1 post (312641)

Dear Sir or Madam,

The Safety and Security Directorate (ORG.5) is mandated by the Secretary-General to provide safety and security for the European Council, the Council, its preparatory bodies and other meetings on Council premises, as well as for the General Secretariat of the Council, protecting people, buildings, infrastructure, information and reputation. The Directorate also ensures that business continuity planning and crisis management procedures are in place and effective. It also provides secretariat services to the Council Security Committee, which is chaired by the Director.

Within ORG.5, the Information Security Unit (ORG.5.C) ensures the protection of information, including information processed, stored and transmitted through communication and information systems, against the loss of confidentiality, integrity and availability.

The Safety and Security directorate is seeking a national expert to enhance its expertise in protecting classified and unclassified information.

During the secondment, the national expert will have the opportunity to work on policies that directly impact the future of Europe, engage with key international stakeholders, and participate in high-level negotiations in a

dynamic and collaborative environment. The GSC recognises the importance of work-life balance and offers flexible working hours, and the possibility of working remotely for part of the time to accommodate both personal and professional needs.

The job description, setting out the qualifications and experience required, is annexed to this letter.

The conditions of secondment, including the allowances paid by the Council, are set out in the Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council (Council Decision (EU) 2015/1027, OJ L 163, 30.6.2015, repealing Decision 2007/829/EC). According to Article 2 of that Decision, seconded national experts must be nationals of an EU Member State.

The duration of the secondment will be two years, with the possibility of extending it to a maximum of four years in total. Please note that, in accordance with Article 5 of Council Decision (EU) 2015/1027, the secondment may be extended for an additional two years in exceptional cases.

The expert should take up their duties at the General Secretariat of the Council in **November 2026**.

Member States are invited to propose qualified candidates for the post.

Proposals should indicate the national contact point(s) responsible for each candidate's submission. Submissions should be accompanied by a curriculum vitae detailing all posts held by the candidate to date as well as their education, and by a motivation letter.

Replies to this letter should be sent by email, no later than **17:00 CEST on 31 August 2026**, to the following address: seconded.national.experts@consilium.europa.eu.

The relevant department, together with the Human Resources Directorate, will examine the applications received, decide which candidates to shortlist, and conduct the interviews. The Appointing Authority will decide on the appointment based on the outcome of the selection procedure. The General Secretariat of the Council may also decide to use the list of suitable candidates to fill future vacancies with the same profile.

If necessary, further information can be obtained from the General Secretariat of the Council by contacting Ms Sophie TOURNAY-CALAUQUE, Head of the Information security unit (ORG.5.C), tel. +32 (0)2 281 4787, email: sophie.tournay-calaque@consilium.europa.eu

Yours sincerely,

[e-signed]

Rebekka Wiemann

Annexes

Annex 1 – Job description

**Seconded National Expert (SNE)
General Secretariat of the Council of the European Union**

**ORG.5.C.S1 – Information Assurance
INFOSEC Administrator**

Ref.: SNE/08/2026 (ORG.5.C.S1) - 1 post (312641)

Job description

A. Main tasks and responsibilities

Under the authority of the Head of the Information Security Unit, the successful candidate will be expected to perform the following tasks:

- provide expert support for the Council Security Committee and its sub-committees on matters within their remit, including legislative initiatives such as the draft regulation on information security in the institutions, bodies, offices and agencies;
- provide advice on information security and information assurance, including cryptographic issues, quantum computing, threat analysis and cloud security;
- draft or review information security and information assurance policies for the protection of EU information, in particular EU classified information;
- prepare written and oral contributions on information security for internal and official meetings at different levels and report on these issues to GSC senior management;
- contribute to and participate in official security assessment visits to Member States, third countries and international organisations to ensure the correct protection of EU classified information;
- liaise with relevant stakeholders and authorities in Member States, third countries and international organisations on information security, risk management and the accreditation of communication and information systems.

B. General conditions

According to the Decision ¹ applicants must:

- have worked for their employer on a permanent or contract basis for at least twelve months before their secondment;
- remain in the service of their employer throughout the period of secondment;
- have at least three years' full-time experience of administrative, scientific, technical, advisory or supervisory functions relevant to the performance of the duties assigned to them;
- be nationals of one of the Member States of the European Union;

¹ Council Decision of 23 June 2015 concerning the rules applicable to experts on secondment to the General Secretariat of the Council

- have a thorough knowledge of one official language of the EU² and a satisfactory knowledge of a second official language for the performance of their duties.

C. Qualifications and experience

Applicants should have:

- a diploma certifying at least four years of completed university-level studies, preferably in computer science, mathematics, or another field relevant to the duties and responsibilities of the post. Only qualifications awarded in Member States or recognised as equivalent by the competent authorities in Member States will be taken into consideration.
- at least five years' professional experience in the fields listed below acquired, acquired in a government or international organisation:
 - experience in information security and information assurance, together with good knowledge of EU policies in this field;
 - experience in the development and/or implementation of information security and information assurance policies;
 - experience in risk management, security accreditation of communication and information systems, cybersecurity and cloud security.

D. Required skills

- the ability to collaborate effectively in a multinational environment;
- the ability to work under pressure and meet deadlines;
- good analytical and problem-solving skills;
- strong organisational skills;
- good oral and written communication and networking skills;
- discretion;
- very good drafting and communication skills in English;
- a good level of French would be an asset.

E. Security clearance

National security clearance at EU SECRET level. Such clearance needs to be obtained by candidates from their competent authorities before secondment to the General Secretariat of the Council. The validity of the clearance should cover the entire period of the secondment. In the absence thereof, the General Secretariat of the Council reserves the right to refuse the candidate's secondment as a national expert.

² The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

The GSC is committed to diversity and inclusion. We actively seek diversity and promote inclusion among our staff. We embrace all differences based on geographical and demographic characteristics and identities and strongly believe that diversity enriches our perspectives, improves our performance, and increases our well-being. We therefore encourage applications from qualified candidates from diverse backgrounds and on the broadest possible geographical basis amongst the EU Member States.

Please see the [link](#) to the privacy statement on how we process your personal data.

Further information on the nature of the post can be obtained from Ms Sophie TOURNAY-CALAUQUE, tel. +32 2 281 4787, e-mail: sophie.tournay-calaque@consilium.europa.eu , Head of the Information security unit (ORG.5.C)

