



European Network and Information Security Agency

Science and Technology Park of Crete (ITE)

PO Box 1309

71001 Heraklion, Greece

www.enisa.europa.eu

Tel: +30 2810 391280

Fax: +30 2810 391410

Heraklion, 29th January 2013

ENISA/DIR/UH/em/2013/67

Subject: your letter of 24th October 2012 – Follow-up of your visit of 17th July 2012

Dear Prof. Diamandouros,

First of all, I would like to thank you for your visit of 17th July 2012 which was very helpful. The open discussion that took place between you and ENISA's services served as guidance for us to improve our way of working in many respects.

I particularly appreciated the spirit of this visit which was perceived by ENISA not as a way for a third party institution to simply exercise its powers on the Agency or to reprimand it but as a first step towards a fruitful partnership with a view of implementing public services principles in the daily life of a still young agency. It raised awareness among staff with regard to the duties incumbent upon European Union civil servants and the manifold implications arising from their status.

Since my taking up of duties as Executive Director in October 2009, I have been committed to guarantee the independence of the Agency and its adherence to public service principles so that your visit took place in a timely manner in order to set additional milestones as to the improvement of the Agency's services and, in particular its accessibility to the public.

However, the latter statements would remain void if they were not effectively and visibly enforced. This is why I have the pleasure to present you with the concrete actions taken by ENISA since 17th July 2012 as a follow-up of the recommendations laid down in your report of 24th October 2012.

Recommendation No 1: ENISA could make its commitment to the principles set out in the European Code of Good Administrative Behaviour more visible to Union Citizens by providing a link to the code of its website.

Action taken by ENISA: The above-mentioned code is now available on ENISA's website under the following link <http://www.enisa.europa.eu/about-enisa/procedures-and-policies/code-of-good-administrative-behaviour>.

Recommendation No 2: Pending the adoption of provisions to implement Regulation 1049/2001, ENISA could consider (a) creating a dedicated page on its website which would identify the rules applicable to requests for access to documents and the responsible contact person, (b) producing an annual report on its handling of requests for public access to documents, and (c) establishing a public register of its documents.

Action taken by ENISA: As a preliminary remark ENISA would like to point out that the Implementing Rules of Regulation 1049/2001 were adopted by the Management Board in its session of 9th October 2012. As regards part (a) of this recommendation, a dedicated page is available under the following link on ENISA's website: <http://www.enisa.europa.eu/about-enisa/procedures-and-policies/access-to-documents>. As to the contact person, ENISA kindly invites the Ombudsman to refer to Article 7 of the above-mentioned implementing rules which provide for an email address to which request for access to documents should be sent. As for part (b) of this recommendation, ENISA will undertake to draft such a report taking 2013 as a first year exercise. Finally, regarding part (c) of this recommendation ENISA would like to draw the attention of the Ombudsman to the provisions of the above-mentioned implementing rules (see above link) and in particular Article 7 thereof. This part of the Decision is still to be implemented and should be accessible on the Agency's website by the end of April 2013.

Recommendation No 3: ENISA could consider making available in all 23 Treaty languages at least the homepage of its website, as well as information on its functions and language policy.

Action taken by ENISA: Following complete reshaping of our website in 2012, ENISA plans to translate the entry homepage in the official languages. This task should be completed in 2013.

Recommendation No 4: with a view to further improving the information to candidates in selection and recruitment procedures, ENISA could inform candidates of their rights to challenge an unfavourable decision. These are the right to complain to the Ombudsman and the right to bring an action before the Civil Service Tribunal.

Action taken by ENISA: The vacancy notices template has been amended as suggested. It clearly refers to all possible remedies including the European Ombudsman. This template has been applied to the lastly published vacancy notices (see annex I).

Recommendation No 5: ENISA could reconsider its position regarding disclosure of the names of selection board members

Action taken by ENISA: As stated in the report of 24th October 2012, the discussion which took place between ENISA and the European Ombudsman led ENISA to show openness in this matter. ENISA is not against such a publication but would like to seek for guidance from the Ombudsman as to the practical modalities for implementing such a new practice. The currently envisaged solution is to simply give the names of the members of the selection board members in the letter inviting candidates for an interview. This letter would include a sentence clearly stating that any attempt to contact the selection board members in anyway whatsoever would directly result in the exclusion of the candidate from the procedure.

In a more general manner, ENISA would like to suggest the Ombudsman launching a debate among institutions in an appropriate forum so as address this delicate issue. ENISA is indeed of the view

that a common approach to this question should be taken and should be applied to EU institutions uniformly.

Recommendation No 6: ENISA could ensure that all its staff members are informed of the public service principles for EU civil servants. It could consider making the public service principles available on its website. That way, citizens would be informed that it subscribes to those principles.

Action taken by ENISA: the public service principles are available from ENISA's website under the following link within a specific section set up for that purpose. <http://www.enisa.europa.eu/about-enisa/procedures-and-policies/public-service-principles-for-the-eu-civil-service/view>.

Recommendation No 7: ENISA could consider informing staff about the option provided by the Staff Regulations to report the possible existence of illegal activity internally first.

Action taken by ENISA: ENISA is currently consulting the relevant actors internally as to how to implement the Commission Guidelines on whistleblowing. It is also envisaged to have a consultation with the Staff Committee to be elected this year. This action is on-going and should be completed by the end of April 2013.

The Legal and Policy Adviser, Mr Emmanuel Maurage (Emmanuel.maurage@enisa.europa.eu), who is in charge of compliance matters stays at your disposal for any follow-up to this letter you might deem appropriate.

Sincerely yours,

Udo Helmbrecht
Executive Director

Signature Value	8R+wZv9FtBS7Yy2/vf2hnz9NE3XUsz8XgDYqJek4Yqk2RGWLxTrCxwyk6cBBAdukAoggnM9vkU3D/5+IAEqg==	
	Signatory	Udo Helmbrecht
	Issuer-Certificate	CN=a-sign-premium-mobile-03,OU=a-sign-premium-mobile-03,0=A-Trust Ges. f. Sicherheitssysteme im elektr. Datenverkehr GmbH,C=AT
	Serial-No.	802571
	Method	urn:pdfsigfilter:bka.gv.at:binaer:v1.1.0
	Parameter	etsi-bka-atrust-1.0:ecdsa-sha256:sha256:sha1
Verification	Signature verification at: http://www.signature-verification.gv.at	
Note	This document is signed with a qualified electronic signature. According to § 4 art. 1 of the Signature Act it in principle is legally equivalent to a handwritten signature.	
Date/Time-UTC	2013-01-31T10:35:05Z	

VACANCY NOTICE

EXPERT IN NETWORK AND INFORMATION SECURITY (AD6)

Ref. ENISA-TA-AD-2013-01

Applications are invited for: **Expert in Network and Information Security** 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. The Regulation (EC) No **1007/2008**² of the European Parliament and of the Council of 24 September 2008 amended the Regulation (EC) No 460/2004 establishing the European Network and Information Security Agency as regards its duration. The Agency shall contribute 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 shall assist 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.

The Agency will facilitate the development of a culture of security that builds on solid education and training foundations, awareness and best practices, and that encourages individuals, business and public administrations to actively participate in the protection of their information technology and network facilities.

In establishing and promoting this holistic approach to security, the Agency's activities shall be focused 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;

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>

- 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 Heraklion (Greece). Place of employment is Athens. The Agency Staff is expected to be reasonably mobile in order to respond to the needs of the Member States on the basis of planned as well as ad hoc needs. Applicants will be expected to travel in line with the requirements of the assignment for which they are working.

The Agency offers an attractive arrangement of flexible working.

Further information about ENISA may be found on our website:

<http://www.enisa.europa.eu/>

Job description

The Expert in Network and Information Security will initially work in the “Operational Security” 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 Unit.

The Unit “Operational Security” provides support to its main stakeholders, the CERT communities in Europe and worldwide, in all areas of their service provision and enhancing of their capabilities. Besides this the Unit works in the field of assessment of medium and long-term risks and threats in technologies, software, hardware, etc. especially (but not exclusively) where these technologies are used in critical information infrastructures. This threat/risk assessment aims at informing ENISA stakeholders, but also the Agency itself, in a timely fashion about appropriate mitigation mechanisms.

Qualifications and experience required

a) Formal requirements:

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- In addition to the above, 3 years of professional experience relevant to the duties concerned after the award of the university degree;
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European 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 citizen⁴;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post⁵.

b) Selection criteria:

Essential

- University degree in the exact sciences, such as for example Computer Science, Engineering, Sciences or Mathematics
- Proven professional and hands-on experience in
 - Following essential IT security news sources on a regular basis, via several channels including social networks and/or Twitter
 - Identification of mid- and long term trends, threats and risks related to that area
 - Compilation of that data and transforming it into meaningful advice for various target groups about those topics
 - (If you ever worked in an active CERT, and were involved in the creation of security advisories and whitepapers, we consider the above as given)
- Very good understanding of (and preferably hands-on experience with) the crucial CERT services like incident response or alerting & warning
- Very good understanding of network and related technologies, tools and protocols
- Good analytical skills
- Good knowledge of written and spoken English
- Self-motivated and self-reliant in managing tasks
- Personal / character qualities
 - Decent and service oriented character
 - High level of discretion and the corresponding ability to handle sensitive information (of operational nature)
 - Respect and follow rules and obligations resulting from being employed in a public service
 - High level of integrity regarding colleagues and the service

Advantageous

- Experience in (preferably international) projects on topics related to the tasks mentioned above
- Very good understanding of the European and national policy agendas in the area of IT security
- Clearance to handle information up to the level of EU-SECRET

Selection procedure

Candidates will be appointed to a position according to the needs of the Agency, on the basis of the reserve list 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 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 board 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 shortlist 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.

Following this procedure, a reserve list of a maximum of 10 candidates will be drawn up which might be used to recruit staff for positions in the areas referred to in this vacancy. The Selection Committee is nominated by the Appointing Authority and the Staff Committee; 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 temporary staff, pursuant to Article 2a) 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 **AD6**. Successful candidates, who are recruited, shall undergo an initial probation period of 6 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 salary³ for grade AD 6, step 1, is **4,921.28 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 month before the staff member entered the service, etc.). The provisions guiding the calculation of these allowances can be consulted in Annex VII of the EU Staff Regulations available at the following address: http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm

³ Basic Salary: there is a basic salary scale for each grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade.

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.

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 members are recruited on the broadest possible geographical basis from among nationals of all Member States of the European Communities.

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 Union and Conditions of employment of other servants of the European Union, 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 L124 of 27 April 2004 – <http://eur-lex.europa.eu/en/index.htm>) starts to run from the time the candidate is notified of the act adversely affecting him/her.

You can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
Luxembourg 2925

Please note that the appointing authority does not have the power to amend the decisions of a selection board. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of selection boards have been infringed. For details of how to submit an appeal, please consult the website of the European Union Civil Service Tribunal:

<http://curia.europa.eu/>

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in Official Journal of the European Union L 124 of 27 April 2004 — <http://eur-lex.europa.eu>) start to run from the time you are notified of the act allegedly prejudicing your interests. It is also possible to complain to the European Ombudsman pursuant to Article 228 of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman

1 Avenue du President Robert Schuman

CS 30403

67001 Strasbourg Cedex

France

<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

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.

For an application to be valid and complete, candidates **must submit the fully filled application form available on the website**, in English only, and send it to the email address indicated in the application form: ENISA-TA-AD-2013-01@ENISA.EUROPA.EU within the set deadline. Only the application sent by email within the deadline will be taken into consideration.

Applications must be saved under the following format imperatively:

FAMILYNAME_FIRSTNAME_2013_01
(example: MARTY_JOHN_2013_01.pdf)

Failure to fulfill the requirements above may result in exclusion from the selection process.

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.).

Candidates should submit a separate application for each vacancy they apply for.

The **closing date** and time for submission of applications is:

Monday 4th March 2013 (14:00h Heraklion, Greece local time).

Both vacancy and application form will become unavailable as from 14:00 Greek local time on 04/03/2013.

Published on ENISA website: DATE