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*(Notices)***EUROPEAN NETWORK AND
INFORMATION SECURITY AGENCY****VACANCY NOTICE FOR THE POSITION OF EXECUTIVE DIRECTOR OF THE EUROPEAN
NETWORK AND INFORMATION SECURITY AGENCY (ENISA)**

(2004/C 79 A/01)

The European Network and Information Security Agency

The main objective of the Agency is to provide assistance and deliver advice to the Commission and the Member States on issues related to network and information security in order to help ensure the smooth functioning of the internal market. The Agency will collect information in order to be able to analyse risks for networks and information systems. It will enhance cooperation and information exchange between different actors in the area of network and information security, provide timely, objective and comprehensive information in this field and express independently its own conclusions and advice on matters within its mission.

Job description

The Executive Director is the legal representative and the public face of the Agency. He/She is accountable to the Management Board and, for budgetary matters, to the European Parliament. Particular responsibilities include:

- developing and achieving the Agency's strategic objectives in accordance with its mission,
- day-to-day administration of the Agency,
- staff matters and recruitment,
- preparation and implementation of the annual work programme of the Agency,
- preparation and implementation of the budget of the Agency,
- establishing efficient contacts with the European Parliament,
- developing and maintaining contacts with the business community, administrations, consumer organisations and other stakeholders, in particular by chairing the Permanent Stakeholders Group,
- establishing ad hoc working groups,
- cooperation with competent bodies in the Member States operating in the same area as the Agency,

- facilitating cooperation between the Agency, the Commission and the Member States in order to promote the development of common methodologies to prevent, address and respond to network and information security issues.

Qualifications and experience required

- University degree or diploma, preferably in a field relevant to the mission of the Agency, giving access to doctoral studies
- At least 15 years of professional experience (following the award of the university degree or diploma), preferably in a field relevant to the mission of the Agency, at least five years of which must have been acquired at management level. Experience at senior management level would be considered an asset
- A good understanding of network and information security issues, EU policies in the field of network and information security, related international activities and other policies of relevance to the activities of the Agency, and appropriate knowledge of the EU institutions
- Proven capacity to lead an organisation, both at strategic and international management level and to fulfil the mandate of the Agency
- Capacity to communicate to the public and to build good working relations with all stakeholders
- Experience of financial and budget management
- Good written and oral communication skills
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages

Independence and declaration of interest

The Executive Director will be required to make a declaration of commitment and a declaration of interest indicating the absence of any direct or indirect interests, which might be considered prejudicial to his/her independence. Candidates will therefore be required to include confirmation of their willingness to make such declarations with their applications.

Appointment and conditions of employment

The Executive Director will be appointed by the Management Board on the basis of a list of candidates proposed by the Commission following an open selection procedure. Before appointment, the selected candidate will have to make a statement to and answer questions from the European Parliament. Candidates should note that the list established by the Commission may be made public and that inclusion on the list does not guarantee appointment. The Executive Director will be appointed as a member of the temporary staff pursuant to Article 2 of the Conditions of employment of other servants of the European Communities for a period of up to five years. It would be desirable that candidates could serve one full term of five years. The appointment will be at grade A 2 ⁽¹⁾.

⁽¹⁾ Candidates should note that the Commission, on 18 November 2003, adopted an amended proposal for a Council Regulation amending the Staff Regulations of officials and the Conditions of employment of other servants of the European Communities that contains also changes to the career structure of temporary staff. If the proposal is adopted by the Council, appointment would be at the new grade AD 14.

The Agency will have its seat in a town in Greece to be determined by the Greek Government.

Nationality: Candidates must be nationals of an EU Member State or one of the following accession countries: Czech Republic, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia.

Equal opportunities

The European Union takes great care to avoid any form of discrimination in its recruitment procedures and actively encourages applications from women.

Application procedure

In order for applications to be considered valid, candidates must submit a letter of motivation, a completed application form and a free-format CV of a maximum of three pages. An application form is attached but it can also be obtained in electronic format by e-mail from enisa-applic-edirect@cec.eu.int or from the following website which also gives additional information:

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

Supporting documents must be submitted at a later stage in the procedure if requested.

Applications should be sent by e-mail (in Word or pdf format) to enisa-applic-edirect@cec.eu.int

Applicants who are not able to send their application by e-mail may, alternatively, send it by post to:

European Commission
Information Society Directorate-General
Directorate A
Executive Director of the ENISA
BU33 02/56
B-1049 Brussels

Closing date

Applications must be sent either by e-mail (to enisa-applic-edirect@cec.eu.int) or by registered post no later than 5 May 2004 (date as postmark).

Applications sent by express courier service must be delivered to the same address before 15.00 on 5 May 2004. The Commission reserves the right to postpone the closing date of this call by publication in the *Official Journal of the European Union* only.

APPLICATION FOR POST AS EXECUTIVE DIRECTOR OF ENISA ⁽¹⁾

(all relevant fields must be duly completed (for paper-based expression of interests: in capital letters using BLACK INK, even when additional documents are attached. Sign and date the completed form))

Candidates should complete the form in all its parts.

1. Surname ⁽²⁾:

Forenames:

Title:

2. Address for correspondence ⁽³⁾:

Street: No:

Postcode: Town: Country:

Telephone No: E-mail address:

Fax No:

Daytime telephone No:

3. Date of birth: Day: Month: Year:

4. Gender: Male Female

5. Nationality:

BE	DK	DE	EL	ES	FR	IE	IT	LU	NL	AT	PT	FI	SE	UK	Other (state which)

6. University degree:

⁽¹⁾ ENISA: European Network and Information Security Agency.

⁽²⁾ IMPORTANT: Your expression of interest will be registered under this name. Please use it in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this expression of interest should be indicated below:

⁽³⁾ The selection board should be informed of any change of address.

7. Knowledge of languages

Place the following numbers (1, 2 or 3) in the appropriate box or boxes:

- 1 for your mother tongue or main language;
- 2 for the second language(s);
- 3 for any other languages you know.

DA	DE	EL	EN	ES	FR	IT	NL	PT	FI	SV	Other (state which)

8. The organisation that is currently employing you (indicate if you are self-employed or unemployed)

Name	
Address	

9. Professional experience relevant to the Agency's mission

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10. Management experience

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11. Professional experience linked to the European institutions

12. Information on direct or indirect interest of relevance to the mission of the Agency (it is not necessary to indicate, at this stage, the amount of any financial interests or the names of the family members)

(1) Direct interest (financial benefits arising from, for example, employment, contracted work, investments, fees etc.)

(2) Indirect interests (indirect financial, e.g. grants, sponsorships or other kind of benefits)

(3) Interests deriving from the professional activities or those of your close family members

(4) Any membership role or affiliation that you have in organisations/bodies/clubs with an interest in the work of the Agency

(5) Other interests or facts that you consider pertinent

13. Declaration:

1. I declare on my word of honour that the information provided above is true and complete and I am aware that any incorrect statements may invalidate my expression of interest.
2. I further declare on my word of honour that:
 - (i) I am a national of one of the Member States of the European Union and enjoy my full rights as a citizen;
 - (ii) I have fulfilled any obligations imposed on me by the laws concerning military service.
3. I undertake to produce on request documents to support my application and accept that failure to do so may invalidate my expression of interest.
4. I confirm that I am willing to make a commitment to act independently in the public interest and to make complete declarations of any direct or indirect interests that might be considered prejudicial to my independence.

Date and signature:

Candidates must submit:

- a letter of motivation,
- a free-format CV of a maximum of three pages.