The Management Information Systems Unit focuses on the design and delivery of management and administrative information systems. It ensures accurate process analysis, thorough software selections, proficient use of products and platforms to build and configure well-tailored solutions, in view of enhancing the effectiveness and the efficiency of the processes for Agency internal staff, the relevant member states authorities and committee members.

Information and ICT Security develops policies and supports projects and services in the practical implementation of the state-of-the-art Information and ICT security management principles, risk assessments, security monitoring and reporting, security awareness, and offers expert advice and insight to management. It also manages the security framework and arrangements with Member State authorities and contracts and contractors delivering many of the services, provides security governance and incident management.

Assignment

The Information and ICT Security trainee will assist the Information and ICT Security Team with projects and operational work to support internal and external customers on an array of security related tasks, including leasing with Member State authorities.

The main duties of the role shall cover, among others:

- Contribute towards resolving security-related service requests from (mostly) Member State authorities;
- Contribute to the management of Security Officers Network (SON) – a network of Security Officers from Member State authorities, the European Commission and EU chemicals industry
- Support the activities related to the follow-up of Member State authorities security-related obligations;
- Conduct own projects and supporting the team in the planned security improvements;
- Assist in management of security awareness platform: enrolment and follow-up of campaigns;
- Contribute to the further development and improvement of the ICT tools as to the management of the security framework.

Additional technical tasks can be flexibly considered based on trainee's skills and competence.

Profile

- Completed university studies at least to bachelor degree level in Information and Communications Technology, Computer Science or Cyber Security;
- Analytical capabilities, problem solving attitude and technical skills on security measures in e.g. networks, servers, workstations and mobile devices;
- Practical experience on e.g. security monitoring, vulnerability management, e-mail security would be considered as an asset;
- Experience in using Microsoft tools e.g. Office, SharePoint;
- Theoretical and/or practical experience with security frameworks e.g. ISO 27001, ISAE 3402 or OWASP;
- Experience in an international/multicultural environment;
- Good communication and interpersonal skills;
- Aptitude for team work;
- Excellent command of written and spoken English.

Starting Date: 01 March 2022
Duration: 6 months
Deadline for applications: 31 October 2021 at noon 12:00 Helsinki time (11:00 a.m. CET)