

The European Cyber Security Organisation (ECSO) ASBL – www.ecs-org.eu – is a fully self-financed non-for-profit organisation under the Belgian law, established in June 2016. Since 2016, ECSO has been the privileged partner of the European Commission for the implementation of the European Cyber Security Public-Private Partnership (cPPP). ECSO Members include a wide variety of stakeholders such as large companies, SMEs and start-ups, research centres, universities, clusters and associations, users and operators, as well as local, regional and national administrations. ECSO Members originate from EU Member States, countries part of the European Economic Area (EEA), the European Free Trade Association (EFTA) and H2020 associated countries. The main goal of ECSO is to coordinate the development of the European Cybersecurity Ecosystem supporting the protection of European Digital Single Market, ultimately contributing to the advancement of European digital sovereignty and strategic autonomy.

ECSO is looking for a full time

Policy Assistant Intern

Job Description and responsibilities

Under the supervision of ECSO's Secretary-General and working with the Senior Policy Manager in charge of the Working Group dealing with standardisation, certification, and supply chain management (WG1), as well as the Working Group focusing on strategic roadmap and cybersecurity technologies (WG6), the Policy Assistant will contribute to the following tasks:

SUPPORT TO POLICY AND OTHER ACTIVITIES

- Drafting discussion papers and briefing notes, supporting in drafting meeting minutes.
- Assisting the Senior Policy Manager in the preparation of events and participating in meetings with relevant stakeholders (European SDOs, European Agencies and Commission, Associations, etc.).
- Monitoring and reporting on policy and regulation developments and advising Members on their application linked to standardisation, certification and market impact.
- Contributing to the development and implementation of the Working Groups' work plan.
- Supporting ECSO's engagement in different communities, including the Multi Stakeholder Platform on ICT Standardisation.

TECHNOLOGICAL ASPECTS

- Developing a personal expertise in basic and disruptive technologies, analysing technology trends and potential emerging cyber security challenges.
- Monitoring the activities of the relevant groups in standardisation and certification.
- Supporting the definition of cybersecurity roadmaps identifying priorities for R&I and development of capabilities.
- Contributing to drafting technical papers on emerging technologies.

SUPPORT TO PROJECT MANAGEMENT ACTIVITIES

- Supporting the execution of ECSO's commitments in EU projects and tenders.
- Supporting with the preparation of technical deliverables and reports for the EU projects.

Requirements

- Relevant university degree in cybersecurity or ICT and related fields.
- Strong analytical (numeric & strategic) and process thinking capabilities.
- Effective communication and organisational skills.
- Quick, clear and concise drafting, reporting and presentation skills.
- Self-starter with a strong drive for challenges and growth.
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly and with excellent attention to detail.
- Excellent knowledge of English is a must.

What we offer

ECISO offers a challenging and interesting full-time position with real development opportunities. Please send your CV and Cover Letter to roberto.cascella@ecs-org.eu with reference "ECISO Policy Assistant – Internship". The deadline to submit your application is **21 October 2021**.

Starting Date: November 2021

Interviews will be conducted from 25 October 2021. Only shortlisted candidates will be contacted and invited for an interview.

In accordance with the GDPR, ECISO ensures that your data will be processed exclusively for the purposes of completing this recruitment process. By submitting an application, you consent to the processing and storage of your data. Your data will be made available to the Secretary-General as well as the administrative personnel responsible for the recruitment process. You can withdraw your application and the right to process the data that you have provided to us at any time by sending an e-mail to secretariat@ecs-org.eu.