

## About us

The European Cyber Security Organisation (ECSO) ASBL – [www.ecs-org.eu](http://www.ecs-org.eu) – is a fully independent non-for-profit organisation under the Belgian law, established in June 2016. In years 2016-2020, ECSO was the privileged partner of the European Commission for the implementation of the European Cyber Security Public-Private Partnership (cPPP).

ECSO works with its Members and Partners to develop a competitive European cybersecurity ecosystem providing trusted cybersecurity solutions protecting the growth of the European Digital Single Market and advancing Europe's cybersecurity posture while reducing its technological dependence.

ECSO is leading the strategic support action for the development of the European Cybersecurity Community (ECCO) in the frame of the ECCO regulation, gathering all European actors.

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 associated countries.

ECSO is looking for a full-time

# **Trainee for the ECSO's CISO Community development and activities in the Cyber Threat Management Working Group**

## Job Description and responsibilities

Under the supervision of the Manager of the WG, CISO Network and related Policies:

We are seeking a highly motivated and skilled individual to join our team. In this role, you will play a crucial part in supporting the activities of the Working Group "Cyber Threat Management" (WG) focused on developing WG's flagship CISO Community, providing support to the implementation of EU Cybersecurity Policies, operationalisation of Cyber Threat Intelligence Initiative and the support activities related to an EC funded project. This is an exciting opportunity for someone with a keen interest in cybersecurity and a passion for developing unique initiatives in cybersecurity.

### Essential Duties and Responsibilities:

- Support the Manager in expanding and maintaining the CISO community.
- Provide proactive and responsive support to the CISO community, addressing their inquiries, concerns, and requests.
- Support preparation of the CISO Community Activities (e.g. organise monthly online meetings of the Community).
- Provide comprehensive support to the organisation of the annual CISO meetup.
- Draft briefing notes, meeting minutes, and dissemination material for both internal and external use.
- Contribute to the Working Group activities on the EU Cybersecurity Policies (e.g. NIS2 Implementation).
- Collaborate with the team to ensure efficient execution of Working Group activities associated with the IRIS EU Horizon 2020 Project.
- Support in the operations of a Community Platform, ensuring its smooth functioning and providing support to community members.
- Support execution of the WG activities including ECSO's initiative on Cyber Threat Intelligence sharing.
- Assist with administrative tasks related to the Working Group, including but not limited to updating databases, maintaining documentation, and coordinating meetings.
- Support to any other ECSO initiative according to the needs of the organisation.

## Requirements

- Strong interest in the cybersecurity topics is requested. Even basic knowledge of tech aspects is a big plus.
- Familiarity with the EU Cybersecurity Policies.
- Experience in membership development, relationship management, or a related field is a strong plus.
- Excellent communication, interpersonal, and presentation skills.
- Strong organisational and time management skills.
- Good organisational skills and ability to work in a team.
- Being a self-starter with a strong drive for challenges and growth.
- Strong ability to perform and prioritise multiple tasks seamlessly and with excellent attention to details.
- Ability to work independently and as part of a team.
- Proficient in the Microsoft Office Suite (Word, Excel, PowerPoint)
- Fluent in English and a second European language is a plus.

## What we offer

ECSO offers a challenging and interesting **full-time** position with real development opportunities:

- 9 months long, paid traineeship.
- Work insurance.
- A unique opportunity to collaborate and interact with international community of cybersecurity experts, contribute to international cybersecurity projects as well as observe first-hand evolving trends in the European cybersecurity industry and research area.

Please send your CV and Cover Letter to [sebastijan.cutura@ecs-org.eu](mailto:sebastijan.cutura@ecs-org.eu) and [joanna.swiatkowska@ecs-org.eu](mailto:joanna.swiatkowska@ecs-org.eu)

**Deadline to submit your application:** 31st January 2024 at noon.

**Starting Date:** Preferably March 2024 or earlier.

**Location:** Brussels.

Only shortlisted candidates will be contacted.

In accordance with the GDPR, ECSO ensures that your data will be processed exclusively for the purposes of completing this recruitment process. By applying, 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](mailto:secretariat@ecs-org.eu)