EoI-HQ(AST)-TA2b-AST5-RM.TSO.5-job No. 407726

EEAS Call for Expression of Interest for the recruitment of one Temporary Agent under Article 2(b) of the Conditions of Employment of Other Servants (CEOS)

as IT Security Assistant – Endpoint Security (AST5)
RM.TSO.5 – Cybersecurity, Digital Policy and Operations Division

WE ARE

The European External Action Service (EEAS) is the European Union's diplomatic service. Since 2011, the EEAS carries out the EU's Common Foreign and Security Policy (CFSP) to promote peace, prosperity, security, and the interests of the EU across the globe. It brings together European civil servants, diplomats from EU Member States, national experts and local staff worldwide.

The EEAS supports the High Representative in the exercise of her mandate to steer the Union's CFSP, including the Common Security and Defence Policy (CSDP), to represent the EU on issues relating to the CFSP and to chair the Foreign Affairs Council. It also supports her as Vice-President of the Commission with regard to her responsibilities within the Commission, including the coordination of other aspects of the EU's external action. The EEAS works in close cooperation with the EU Member States, the General Secretariat of the Council, the services of the Commission and the Secretariat General of the European Parliament.

The EEAS Headquarters are in Brussels. It is also responsible for the management of the network of 145 Union Delegations and Offices worldwide. These Diplomatic Representations play a vital role in representing the EU in the country where they are based, in promoting the values and interests of the EU, and in building networks and partnerships. They are responsible for all policy areas of the relationship between the EU and the host country/organisation.

The main mission of EEAS **Cybersecurity, Digital Policy and Operations** division is to assist the European External Action Service and EU's Delegation worldwide network in achieving its strategic objectives by supporting administrative and core business processes with modern Information and Communication Technology tools. The unit is composed of 55 officials and more than 150 experts and is organized in four sections: Management, IT Operations, Services and IT Security.

WE PROPOSE:

The EEAS is launching a call for expression of interest for the recruitment of one **IT Security Assistant – Endpoint Security** (AST5) as Temporary Agent under Article 2(b) of the Conditions of Employment of other servants of the EU[1] in accordance with EEAS Decision Admin(2015) 20 on the engagement and use of temporary agents.

Please note that, candidates who have been engaged by the EEAS as non-permanent servants (temporary and contract agents engaged under Article 3b of the CEOS), will be bound by Decision ADMIN(2023) 24 of the High Representative of the Union for Foreign Affairs and Security Policy of 14/07/2023 on the maximum duration of engagement by the European External Action Service of non-permanent staff under successive limited duration contracts of different types, and on the minimum lapse of time between successive contracts under Article 2(e) of the CEOS and repealing the Decision ADMIN(2020) 10 of the High Representative of the Union for Foreign Affairs and Security Policy of 16/07/2020.

[1] Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference see: https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101

WE LOOK FOR:

We look for a highly motivated and experienced **ICT Specialist for Endpoint Security** who will play a key role in the design, management, continuous improvement, and governance of endpoint security services within a large-scale and complex IT environment handling sensitive and classified information.

The position requires a combination of technical expertise, project management capabilities, stakeholder coordination, vendor management experience, and a strong understanding of cybersecurity governance and compliance frameworks.

The successful candidate will contribute to maintaining a high level of security across the organisation's endpoint infrastructure while supporting strategic cybersecurity initiatives and ensuring alignment with organisational security policies and regulatory requirements.

The main responsibilities of the role include:

- Act as Service Owner for endpoint protection services and related security solutions. Ensure their operational effectiveness, availability, performance, and continuous improvement.
- Manage and coordinate endpoint security projects and initiatives within the IT Security team.
- Analyse, evaluate, and recommend endpoint security solutions to meet evolving business and security requirements.
- Conduct market analysis, technology assessments, and Proofs of Concept (PoCs) for new security solutions.
- Monitor technological developments and apply vulnerability assessment methodologies and tools.
- Perform and coordinate endpoint security assessments, audits, risk analyses, and compliance reviews.
- Identify endpoint security vulnerabilities and incidents and implement or coordinate appropriate corrective actions.
- Ensure compliance with organisational security policies and report deviations from established security requirements.
- Provide expert security advice and consultancy for ICT projects, developments, infrastructure changes, and operational activities.
- Liaise with internal stakeholders, and external service providers to ensure effective delivery of endpoint security services.
- technical evaluations and contribute to security-related procurement activities.
- Participate in the procurement process for IT security services, software, and tools, including the preparation of technical specifications and evaluations.
- Act as Operational Initiating Agent (OIA) for assigned files and ensure compliance with applicable financial and administrative procedures.
- Coordinate and oversee the work of contractors and service providers, ensuring quality, compliance, and timely delivery.

LEGAL BASIS

The vacancy is to be filled in accordance with the conditions stipulated under the Conditions of Employment of Other Servants of the European Union (CEOS)[2], in accordance with EEAS Decision ADMIN(2015) 20 on the engagement and use of temporary agents

The successful candidate will be offered a contract as **Temporary Agent under Article 2(b) of the Conditions of Employment of Other Servants (CEOS) at the grade of AST5.**

[2] Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101

ELIGIBILITY CRITERIA:

Candidates must meet **ALL of the following general and specific conditions on the closing date for online applications**:

- Be a national of one of the EU Member States and enjoy full rights as a citizen;
- Meet any obligations imposed on him or her by the laws concerning military service;
- Provide the appropriate character references[3] as to their suitability for the performance of their duties;
- Have the capacity to work in languages of the CFSP in writing and orally.
- Post-secondary education attested by a diploma followed by at least **6** years of relevant professional experience directly related to the nature of the duties OR secondary education attested by a diploma giving access to post-secondary education, followed by at least **9** years' professional experience directly related to the nature of the duties.
- Candidates who, at the time of the application, are EU officials, independently of their administrative status under Article 35 of the SR, cannot request to be recruited as temporary agents. In the case of applications from EU officials on leave for personal grounds, successful candidates will be reinstated into active employment within the meaning of Article 35(a) of the SR.

SELECTION CRITERIA:

We welcome applications from candidates with diverse educational and professional backgrounds who can demonstrate the knowledge, skills, and experience required for the position.

Qualifications and experience

- Relevant education, training, or professional certification in Information Technology, Cybersecurity, Information Security, Computer Science, Engineering, or a related field.
- Significant professional experience in ICT security, including substantial experience in endpoint security within medium-to-large enterprise environments.
- Demonstrated experience in the administration, operation, and continuous improvement of enterprise endpoint security solutions.
- Experience in security assessments, vulnerability management, risk analysis, and implementation of security controls.
- Experience managing security-related projects and coordinating activities involving multiple stakeholders and external service providers.
- Experience in procurement, contract management, or oversight of externally delivered ICT services would be considered an asset.

Technical competencies

- Strong knowledge of endpoint security technologies and services, including Endpoint Protection Platforms (EPP), Endpoint Detection and Response (EDR/XDR), anti-malware, endpoint hardening, encryption, and vulnerability management solutions.
- Good understanding of cybersecurity architecture, risk management, threat detection, incident response, security monitoring, and compliance principles.
- Knowledge of endpoint security across Windows, Linux, and macOS environments.
- Familiarity with cybersecurity standards, frameworks, and best practices such as ISO 27001, NIST, CIS Controls, and MITRE ATT&CK.
- Ability to assess emerging security technologies and translate business and security requirements into practical technical solutions.

Communication and organisational skills

[3] criminal records certificate

- Ability to communicate effectively with both technical and non-technical stakeholders.
- Strong analytical and problem-solving skills.
- Ability to prepare technical reports, recommendations, and decision-support documentation.
- Ability to work independently while contributing effectively within multidisciplinary teams.
- Strong organisational skills with the ability to manage multiple priorities simultaneously.

Languages:

- Excellent command of English (written and spoken) is required.
- Knowledge of French and other EU languages is considered an asset.

Furthermore

- Professional certifications such as: CISSP, CISM, CompTIA Security+, GIAC certifications, Microsoft Security certifications, ISO 27001, ITIL
- Experience in international organisations, public administrations, diplomatic environments, defence organisations, or other highly regulated environments handling sensitive information.
- Experience managing cybersecurity services in geographically distributed and large-scale infrastructures.

Would be considered as assets.

EXPRESSION OF INTEREST AND SELECTION PROCEDURE[4]:

The selection procedure will take place in three different and successive steps:

1. Expression of Interest

Before submitting their application, candidates should carefully check whether they meet all the eligibility criteria in order to avoid exclusion from the selection procedure.

Expressions of interest should be sent by **e-mail** to the following functional mailbox

RM-TSO-5-HR@eeas.europa.eu copying AST-STAFF@eeas.europa.eu

For the purposes of the e-mail application, the e-mail must have in the **subject** the following title:

" EoI-HQ(AST)-TA2b- AST5-RM.TSO.5-job nr 407726"

Such an expression of interest must be accompanied by:

- an updated Curriculum vitae. Candidates are invited to use the "Europass" CV format (https://europass.cedefop.europa.eu/documents/curriculum-vitae) for their applications.
- a letter of motivation (maximum 2 pages) in either English or in French;
- Declaration of potential conflict of interest form filled in, dated and signed.

The deadline for submission of expressions is **01/12/2026 at 12:00 midday (Brussels time).**

For correspondence concerning the selection procedure, please use the following email address (the e-mail must have in the subject the following title: **EoI-HQ(AST)-TA2b- AST5-RM.TSO.5-job nr 407726"):**

EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter.

3. Selection

[4] Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: https://www.eeas.europa.eu/eeas/eeas-privacy-statement-data-protection-notice-purpose-processing-personal-data-related-recruitment-0_en

The candidates who have passed the pre-selection step will be invited for an interview so that the selection panel can evaluate them objectively and impartially based on the selection criteria, as listed in the present call for expression of interest. Additional specific written or oral tests might be organised by the panel. Following a comparative assessment of the merits of the preselected candidates, the selection panel will recommend the name of a candidate to the Authority Authorised to Conclude Contracts of Employment, and possibly, name(s) of other candidate(s) that should be placed on a reserve list valid for maximum 12 months. That list would be used, on the one hand, in case of refusal of the offer or unavailability of the recommended candidate in the present procedure and/or, on the other hand, for other future similar recruitment needs.

Depending on the outcome of future appointment procedure(s) under Article 29 of the SR for a similar profile, EEAS services may, in case no suitable candidates are found among EU officials, have other job opportunities that would involve the recruitment of the Temporary Agents under Article 2(b) of the CEOS. If any, candidates in the above-mentioned reserve list may be contacted by other EEAS services for potential recruitment.

EQUAL OPPORTUNITIES:

The EEAS strives to be a dynamic, respectful and inclusive Service. We value the talent and professional excellence of our staff, and are committed to building an organisation where gender equality and the respect of diversity are core values, as set out in the EEAS Mission Statement and the EEAS Agenda for Diversity and Inclusion. The EEAS is committed to achieving gender balance within its workforce and strives to avoid any form of discrimination during this selection procedure, as per Article 1(d) of the SR. We actively welcome applications from all qualified candidates without any discrimination based on any ground. We commit to recruit candidates with the highest standard of ability, efficiency and integrity, carrying out a selection based on merits required for the post and from the broadest possible geographical basis among the EU Member States.

The EEAS is committed to working with people with disabilities in the terms of the SR. If, by virtue of your medical condition or special needs, you require reasonable accommodation for a part or the entirety of this selection process, please send us an email to ***EEAS-HQ-APPLICATIONS-AST@eeas.europa.eu***. Your request will be treated in strict confidence and no record will be kept. If a candidate with a disability is selected for a vacant post, the EEAS is committed to providing reasonable accommodation in accordance with Article 1(d)(4) of the SR.

All selected candidates are expected to adhere to the Principles of Professional Behaviour of the EEAS, which outline the need for integrity, transparency, respect, professionalism and accountability, and a zero tolerance approach to any form of harassment.

RECRUITMENT:

The selected candidate will be recruited as temporary agents under Article 2(b) of the Conditions of Employment of Other Servants (CEOS), in accordance with EEAS Decision ADMIN(2015) 20 on the engagement and use of temporary agents.

It is recalled, that if the interest of the service so requires, the selection procedures can be terminated at any stage and the post be filled by a reassignment in accordance with Article 7 of the SR and Article 10 of the CEOS.

Conflict of Interest and security risks

As a matter of policy, applications by individuals who have dual nationality of which one of a non-EU country, will be considered on a case-by-case basis taking account in particular of the functions attributed to the vacant post. The EEAS also examines if there could be a conflict of interest or security risks.

In this context, candidates shall fill with their application a declaration of potential conflict of interest (Annex attached)

Personnel Security Clearance

The requested level of security clearance for this post is: SECRET UE/EU SECRET. A description of the EU classified information levels is available under Article 2 of Annex A of the Decision ADMIN(2023) 18 on the security rules of the EEAS[5].
The selected candidate should hold, or be in the position to obtain, a valid Personnel Security Clearance (hereafter, the "PSC")[6] issued by the competent authority of the Member State concerned.
Candidates who do not already have a valid PSC will be required to go through the security clearance vetting procedure of their Member State to obtain this clearance in accordance with national laws and regulations and with the procedure laid down in the Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025 and in Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS. Until the PSC is issued by the competent authority of the Member State concerned, the selected candidate will not be authorised to access EUCI at the level of CONFIDENTIAL UE/EU CONFIDENTIAL or above, or to participate in any meetings or workflow where EUCI is processed.
Please note that the necessary procedure for obtaining a PSC can be initiated on request of the employer only, and not by the individual candidate.
In case of failure to obtain or renew the required PSC, the AACC may take the appropriate measures in accordance with Article 7 of the Decision ADMIN(2025) 42 on Implementing Rules and Procedures for Personnel Security measures for protection of EU Classified Information of 20 November 2025.

Medical fitness

The selected candidate will be required to undergo a **medical fitness** examination in accordance with Article 13 of the CEOS.

In case of positive results on the medical fitness examination and after assessment of the PSC conditions, the candidate will be offered a contract as **Temporary Agent, Grade AST5**[7] for a duration of **4 years** renewable subject to the possibility of extension offered by the EEAS Decision ADMIN(2023) 24 on the maximum duration of engagement.

All member of the temporary staff shall serve initially a nine-month probationary period in accordance with Article 14 CEOS.

PLACE OF EMPLOYMENT: Brussels, Belgium

POST AVAILABLE: immediately

CONTACT

Ms Andrea Petrowski, Deputy Head of Division RM.TSO.5

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Email: andrea.petrowski@eeas.europa.eu

The closing date for submissions is 01/12/2026 at 12:00 midday (Brussels time).

[5] OJ C 263, 26 July 2023, p.16.

[6] The 'Personnel Security Clearance' is defined under point 2 of Annex A I of the Decision ADMIN(2023) 18 on the security rules of the EEAS as "a statement by a competent authority of a Member State which is made following completion of a security investigation conducted by the competent authorities of a Member State and which certifies that an individual may, provided his 'need-to-know' has been determined, be granted access to EUCI up to a specified level (CONFIDENTIAL UE/EU CONFIDENTIAL or above) until a specified date; the individual thus described is said to be 'security cleared'."

[7] The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:C_202506564

A number of factors are taken into account in calculating your pay. Use the pay calculator for an individual estimate: https://myintracomm.ec.europa.eu/staff/EN/working-conditions/pay/Pages/calculettes.aspx

EUROPEAN EXTERNAL ACTION SERVICE



DECLARATION OF POTENTIAL CONFLICT OF INTEREST TO BE FILLED BY CANDIDATE (PART I)

Article 11(3) of the Staff Regulations of Officials of the European Union (SR):
"*Before recruiting an official, the Appointing Authority shall examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. To that end, the candidate, using a specific form, shall inform the appointing authority of any actual or potential conflict of interest. In such cases, the Appointing Authority shall take this into account in a duly reasoned opinion. If necessary, the Appointing Authority shall take measures referred to in Article 11a(2)".*

Article 11a(2) of the SR:
"*Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter*".

These provisions apply to temporary agents and contract agents in accordance with Articles 11 and 81 of the Conditions of Employment of Other Servants of the European Union (CEOS).

It is the candidates' duty to inform through this form the EEAS of any actual or potential conflict of interest regarding their future tasks. They shall be broad in their identification of actual or potential conflict of interests. It is reminded that it will be up to the administration, and not to the candidates themselves, to assess on this basis whether they are sources of conflict of interests and, if applicable, whether they constitute an issue for the recruitment and, if not, whether they should call for adequate mitigating measures to protect both the interests of the institution and of the selected candidate.

Title/FIRST NAME/NAME: ……

Candidate status: ☐ Official of the Institutions of the EU ☐ Current EEAS/EC Temporary Agent ☐ Current EEAS/EC Contract Agent	☐ Candidate from a Member State ☐ EPSO laureate ☐ External
Current and former EU nationality/nationalities:	
Current and former non-EU nationality/nationalities:	
Current employer:	
Spouse/partner's EU nationality/nationalities:	
Spouse/partner's non-EU nationality/nationalities:	
Spouse/partner's professional activities:	
Dependents' nationality/nationalities:	

Job No and Position applied for: ……

Administrative status of position concerned: Official ☐ Temporary agent ☐ Contract agent ☐
Grade of the position: ……

Directorate/Division/Delegation: ……

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which could actually or potentially impair your independence in the course of your duties in the specific vacancy at the EEAS and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

If yes, please detail:

I hereby certify that the information provided in this form is correct and complete, and that my *curriculum vitae* is correct and duly updated.

I understand that any infringement of the above requirements under the SR and the CEOS may lead, *inter alia*, to the withdrawal of an offer of employment or/and, if I am a staff member of an EU institution, to the opening of an administrative investigation based on Article 86 of the SR and to a potential disciplinary procedure under Annex IX to the SR.

Date and signature:

TO BE RETURNED WITH THE APPLICATION BY EMAIL