

ADDENDUM TO THE CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT STAFF

(1) On page 2, Section 1 paragraph 1 should read:

“(1) This Call for expression of interest concerns the following profiles and function groups:

No	Reference	Profile	Function group (FG)
1	EPSO/CAST/P/1/2017	Finance	FG III
2	EPSO/CAST/P/2/2017	Finance	FG IV
3	EPSO/CAST/P/3/2017	Project / programme management	FG III
4	EPSO/CAST/P/4/2017	Project / programme management	FG IV
5	EPSO/CAST/P/5/2017	Finance	G II
6	EPSO/CAST/P/6/2017	Secretaries/Clerks	FG II
7	EPSO/CAST/P/7/2017	Administration / Human resources	FG II
8	EPSO/CAST/P/8/2017	Administration / Human resources	FG III
9	EPSO/CAST/P/9/2017	Administration / Human resources	FG IV
10	EPSO/CAST/P/10/2017	Communication	FG III
11	EPSO/CAST/P/11/2017	Communication	FG IV
12	EPSO/CAST/P/12/2017	Political affairs / EU policies	FG III
13	EPSO/CAST/P/13/2017	Political affairs / EU policies	FG IV
14	EPSO/CAST/P/14/2017	Law	FG III
15	EPSO/CAST/P/15/2017	Law	FG IV
16	EPSO/CAST/P/16/2017	Information and communication technology	FG III
17	EPSO/CAST/P/17/2017	Information and communication technology	FG IV
18	EPSO/CAST/P/18/2017	Manual and administrative support workers	FG I
19	EPSO/CAST/P/19/2018	Childcare staff	FG II
20	EPSO/CAST/P/20/2018	Educational psychologists	FG IV
21	EPSO/CAST/P/21/2019	Proof-readers	FG III
22	EPSO/CAST/P/22/2019	Translators	FG IV
23	EPSO/CAST/P/23/2022	Building Management - Logistics and technical agent	FG II
24	EPSO/CAST/P/24/2022	Building Management - Building specialist	FG III
25	EPSO/CAST/P/25/2022	Building Management - Engineer/architect	FG IV
26	EPSO/CAST/P/26/2023	Security operations, including regional security	FG IV
27	EPSO/CAST/P/27/2023	Security operations, including regional security	FG III
28	EPSO/CAST/P/28/2023	Security operations	FG II
29	EPSO/CAST/P/29/2023	Technical security	FG IV
30	EPSO/CAST/P/30/2023	Technical security	FG III
31	EPSO/CAST/P/31/2023	Technical security	FG II
32	EPSO/CAST/P/32/2023	Information and document security	FG IV
33	EPSO/CAST/P/33/2023	Information and document security	FG III
34	EPSO/CAST/P/34/2023	IT security	FG IV
35	EPSO/CAST/P/35/2023	IT security	FG III”

(2) At the end of Annex I, "Typical duties", the following sections should be added:

"SECURITY OPERATIONS, INCLUDING REGIONAL SECURITY - FG IV

1. Security officers

- 1.1. Contributing to the design and development of security policies and of the guidelines needed to implement them.
- 1.2. Preparing and facilitating decision-making (managerial and/or operational) in the department's area of responsibility.
- 1.3. Managing, implementing and coordinating the operational security service (including, when applicable, the budgetary and contract management in fields such as security guarding contracts or other aspects related to operational security services).
- 1.4. Administering and steering specific projects.
- 1.5. Managing and coordinating a 24/7 emergency response operational entity/security & safety dispatching.
- 1.6. Developing strategies and plans, and coordinating security awareness.
- 1.7. Supervising, managing, motivating and coordinating a team so as to make best use of human resources and ensure quality of service.
- 1.8. Managing emergency response in situations that could endanger the security of people assets or information.
- 1.9. Managing and implementing operational security activities in the field of counter-intelligence, counter-terrorism, and crisis management.
- 1.10. Performing threat assessment and risk analysis in the domain of security, including the recommendation and implementation of security measures.
- 1.11. Conducting investigations.
- 1.12. Organizing VIP close protection.

2. Regional security advisers

- 2.1. Designing, evaluating, and supervising the use of equipment and implementation of procedures for security of persons, assets and information.
- 2.2. Ensuring good contacts with the authorities and/or agencies and forming the necessary links with the civil society.
- 2.3. Participating in security meetings organized by Member States, the UN and/or other partners.
- 2.4. Implementing measures in the fields of crisis management procedures, including aspects of evacuation.
- 2.5. Ensuring the definition of measures and follow up on recommendations in the fields of security of persons, assets or information.
- 2.6. Ensuring the completeness, timeliness and feasibility of the Delegation's contingency plans, making sure staff that is briefed and plans exercised.
- 2.7. Ensuring the respect of security procedures in the event of a crisis at the EU Delegation (and/or Office) within the geographical competence and supervising the updating of lists of expatriate staff and families in the event of an evacuation.
- 2.8. Raising awareness of, providing advice to and training expatriates and other staff on issues of protection and security.
- 2.9. Contributing to the implementation of security measures and keeping Headquarters and the Heads of Delegations (and/or Offices) in the area of geographical responsibility regularly informed via situation analysis and oral and written reporting.
- 2.10. Prepare and regularly update local threat assessments and security risk assessments, in countries within geographical responsibility. Designing, evaluating, and supervising the implementation of prevention and mitigation measures.

- 2.11. Contributing to reviewing and updating policies, norms and procedures related to security.
- 2.12. Performing or contributing to security audits on specific issues.

SECURITY OPERATIONS, INCLUDING REGIONAL SECURITY - FG III

1. Security officers

- 1.1. Contributing to the emergency response in situations that could endanger the security of people, assets or information.
- 1.2. Collecting, organizing and analyzing intelligence on the basis of open sources, database and other IT tools.
- 1.3. Performing threat assessment and risk analysis in the domain of security, including drafting recommendations and implementing security measures.
- 1.4. Implementing and coordinating operational security services and security agent supervision services.
- 1.5. Coordinating operational 24/7 emergency response operational teams/security and safety dispatchers, ensuring the functioning integrity of technological services and the control of technical processes.
- 1.6. Participating in studies, drawing up notes, summaries and/or statistics, preparation of regulatory projects.
- 1.7. Preparing and implementing security crisis plans.
- 1.8. Preparing and participating in the operational management of events.
- 1.9. Monitoring, prevention and enforcement in the implementation of rules on access to buildings and use of car parks.
- 1.10. Conducting investigations.
- 1.11. Carrying out technical surveillance counter-measures inspections.
- 1.12. Providing VIP close protection services.

2. Regional security officers

- 2.1. Designing, evaluating, and supervising the use of equipment and implementing procedures for security of persons, assets and information.
- 2.2. Ensuring good contacts with the authorities and/or agencies and forming the necessary links with the civil society.
- 2.3. Participating in security meetings organized by Member States, the UN and/or other partners.
- 2.4. Implementing measures in the fields of crisis management procedures, including aspects of evacuation.
- 2.5. Defining technical measures and follow up on recommendations in the field of security of persons, assets or information.
- 2.6. Ensuring the completeness, timeliness and feasibility of the Delegation's contingency plans, making sure staff that is briefed and plans exercised.
- 2.7. Ensuring the respect of security procedures in the event of a crisis at the EU Delegation (and/or Office) within the geographical competence and supervising the updating of lists of expatriate staff and families in the event of an evacuation.
- 2.8. Raising awareness of, providing advice to and training expatriates and other staff on issues of protection and security.
- 2.9. Contributing to the implementation of security measures and keeping Headquarters and the Heads of Delegations (and/or Offices) in the area of geographical responsibility regularly informed via oral and written reporting.
- 2.10. Preparing and regularly updating local threat assessments and security risk assessments, in countries within geographical responsibility. Designing, evaluating, and supervising the implementation of prevention and mitigation measures.

SECURITY OPERATIONS -FG II

1. Conducting the Emergency centre operations.
2. Operating and monitoring security systems and applications: early warning systems, access control, alarms and CCTV systems, intrusion detection, radio communication, etc.
3. Responding to security events in accordance with the instructions in force.
4. Verifying the quality of security services.
5. Drawing up incident reports, drafting and following-up on security reports on events, anomalies and checks carried out during the service.
6. Contributing to risk management in the area of security.
7. Monitoring access to building entrances and meeting rooms, participating in the surveillance of buildings and facilities.
8. Participating in security investigations.
9. Providing VIP close protection services.

TECHNICAL SECURITY - FG IV

1. Transposing and implementing threat assessment and risk analysis into technical specifications or operational procedures.
2. Preparing, coordinating, managing and designing technical security projects.
3. Formulating and developing minimum technical security standards.
4. Managing the installation, supervision of operations, operation and maintenance of technical security systems.

TECHNICAL SECURITY - FG III

1. Performing technical security risk assessment and drafting technical specifications for technical security projects.
2. Monitoring construction works and installations in the field of security and safety equipment.
3. Monitoring the operations and maintenance of technical security systems and products.

TECHNICAL SECURITY - FG II

1. Contributing to technical security risk analysis.
2. Monitoring construction works and installation of systems and equipment in the field of security and safety.
3. Monitoring the operations and maintenance of technical security systems and products.

INFORMATION AND DOCUMENT SECURITY - FG IV

1. Drafting security policies, standards, and related documents.
2. Designing, analyzing, drafting and implementing security controls adapted to the assessed level of risk in the domain of information and document security.
3. Identifying, assessing and integrating security products, including improvement of specific security tools (among others deployment of open-source solutions in the area of IT security).
4. Developing procedures and systems for handling EU classified information, designing secure system administration and monitoring services.

INFORMATION AND DOCUMENT SECURITY - FG III

1. Contributing to the drafting of policies and the implementation of security controls in the domain of information and document security.
2. Ensuring good performance of services aiming at handling EU classified information contributing to the development, administration and proper use of Classified Information and Communication Systems.

IT SECURITY - FG IV

1. Drafting security policies, standards, and related documents.
2. Designing, analyzing, drafting and implementing security controls adapted to the assessed level of risk in the domain of information and document security.
3. Identifying, assessing and integrating security products, including improvement of specific security tools (among others deployment of open-source solutions in the area of IT security).
4. Performing periodic security assessment, IT security audits, IT security inspections, vulnerability management and assessment, penetration testing.
5. Detecting IT security incidents, coordinating IT security incident response and incident investigations.

IT SECURITY - FG III

1. Assisting in drafting security policies, standards, and related documents.
2. Assisting in designing, analyzing, drafting and implementing security controls adapted to the assessed level of risk in the domain of information and document security.
3. Assisting in identifying, assessing and integrating security products, including improvement of specific security tools (among others deployment of open-source solutions in the area of IT security).
4. Assisting in periodic security assessment, IT security audits, IT security inspections, vulnerability management and assessment, penetration testing.
5. Assisting in detecting IT security incidents, coordinating IT security incident response and incident investigations.
6. Carrying specialized checks and security investigations related to IT security.”