



MAKE A DIFFERENCE - JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- **temporary agents** are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- **contract agents** may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Security Assistant

in DG **HR** of the European Commission

Job title*: Security Assistant

Domain:** Crisis Management and Internal Security

Where: Unit HR.DS.4.001 - „(Information Security & Inspections)“, Brussels

Function Group: FG III

Contract Type: 3b

Express your interest until: 14/03/2024 - 12.00 (Brussels time)

: WE ARE

HR.DS.4, the “Information Security & Inspections” unit in the Security Directorate of the European Commission.

We deal with information security policy, inspections, security clearances, screening of external contractors and classified information protection.

We manage several sensitive and classified IT systems and a small data center including a PKI and network infrastructure (40 000 users), virtualisation infrastructure and some servers.

We handle the security authorisations for 10 000 colleagues and the security screenings for all external service providers.

We are also in charge of the security inspections of Commission’s (and other EU bodies and agencies) facilities all around the world.

We are an innovative team and are constantly updating and renewing our services with new technology.

A key aspect of our unit is to promote an information security culture across the Commission and the other institutions, bodies and agencies.

WE PROPOSE

The position will consist of

- follow-up of “external service providers” (ESP) security verification by the national authorities, in particular management of the security screening procedures (reception and verification of consent forms in screening registration base) before transmission to national authorities, upload of national authorities’ opinions after screening procedure in registration base);
- management of security clearance data base (creation of new records, updates on authorisations and briefings);
- preparing lists, advising and supporting Local Security Officers and contract managers in the different DGs;
- being the point of contact for EC internal services, other European institutions and the national authorities;
- produce statistics.

WE LOOK FOR

We are looking for a proactive colleague with good organizational (archiving, priority setting, planning) skills who enjoys teamwork and can meet deadlines and autonomously complete the administrative tasks required to ensure a smooth security screening process for external service providers. The ability to work across organizational boundaries and good communication skills are required for the frequent contacts with Commission services and external counterparts. Very good written and oral communication skills in French (min. level C1) and a good knowledge of English (min. level B2) would be considered as an asset. The function requires discretion, sense of responsibility and reliability.

The position requires a security clearance so you must be willing to go through the national security vetting procedure.

Minimum experience required: at least 3 years.

Educational background relevant for the position: international relations or security studies.

HOW TO EXPRESS YOUR INTEREST?

With a view to guaranteeing equal access to all, the Commission recruits from an open database of spontaneous applications. The present call for interests aims at helping the recruiters to identify potentially interested candidates within this database.

In practice, to express your interest, please follow the subsequent two steps:

1. If you are not registered yet in the open EPSO database, please do so at the following address: [CAST Permanent](#). Please select under selection procedures for contract agent the CAST permanent profile that best suits your education and experience.
2. You should send your documents in a single pdf in the following order:
 1. **your CV**
 2. **motivation letter**
 3. **duly filled in application form.**

Please send these documents by the publication deadline to HR-DS-VACANCIES@ec.europa.eu indicating the call for interest reference EC-2024-HR-254980 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

○ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a contract agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the position;
- Produce the appropriate character references as to suitability for the performance of the duties.
- Have passed an EPSO CAST in the relevant Function Group for this position. At the stage of the application, it is sufficient to be registered in the [EPSO CAST](#) data base.

Qualifications:

(a) Have a level of post-secondary education attested by a diploma

OR

(b) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognized as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted.

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND have a satisfactory knowledge (minimum level B2)² of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

² For details on language levels, please see the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

➤ **What about the selection steps?**

The selecting unit chooses from the EPSO database³ candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best candidates. Due to the large volume of applications that we may receive **only candidates selected for the interview will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to provide documentary evidence in support of the statements made in the database and, where relevant, the call for interest.

The successful candidate will be required to undergo a mandatory pre-recruitment medical checkup carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels/Luxembourg**.

The successful candidate will be engaged as a **contract agent under Article 3(a)/3(b) of the [Conditions of Employment of Other Servants](#), in function group FG III**. General information on Contract Agents can be found at this link.

The grade or proposed grade range, as well as the step in that grade, will be defined on the basis of the candidates' previous professional experience, in accordance with [Commission Decision C\(2017\)6760](#) laying down the criteria applicable to classification in step on engagement.

The duration of the first **contract will be of 1 year**. Subject to the interest of the service, the contract can be extended to a maximum duration of 6 years.

The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2017\)6760](#) on policies for the engagement and use of contract agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

³ Therefore, candidates who did not pass already a CAST on the level Function Group [III], should register their profile at this [address](#).

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the Specific [Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.