



## **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](https://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](#).



# IT Security Officer – Cybersecurity Technical Writer

## DIGIT CERT-EU of the European Commission

**Selection reference:** DIGIT/COM/2024/234

**Domain:** Information and Communication Technologies

**Where:** DIGIT CERT-EU, Brussels

**Staff category and Function Group:** Temporary agent 2b/2d - Administrator

**Grade:** AD5-AD7

**Publication deadline:** 03.05.2024 - 12.00 (Brussels time)

### WE ARE

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DIGIT.CERT-EU's mission is to contribute to the security of the unclassified ICT environment of all EU institutions, bodies, offices, and agencies (its 'constituents'), by advising them on cybersecurity, by helping them to prevent, detect, handle, mitigate, respond to, and recover from incidents and by acting as their cybersecurity information exchange and incident response coordination hub.

In addition, DIGIT.CERT-EU have a strategic role to support the constituents with the implementation of the Cybersecurity Regulation. This will include issuing calls for action describing urgent security measures and proposing to the Interinstitutional Cybersecurity Board guidance documents and recommendations addressed to the constituents, with a view to contributing to the longevity of the Regulation in the dynamic field of cybersecurity.

In this context, this role provides an opportunity to be at the forefront of cybersecurity knowledge dissemination. In your capacity as Cybersecurity Technical Writer you will empower CERT-EU constituents and bolster our cybersecurity resilience.

### WE PROPOSE

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DIGIT CERT-EU of DIGIT is seeking to hire a truly motivated Cybersecurity Technical Writer who will be tasked with the crucial responsibility of developing, revising, and upholding comprehensive technical documentation. This role primarily concentrates on cybersecurity subjects. It entails crafting detailed policy documents and guidelines to ensure clarity and efficacy in addressing cybersecurity concerns.

This is a challenging and empowering job which provides many opportunities for one's competencies to shine in a very friendly, supportive, human and professional environment.

(Reference: Selection reference DIGIT/COM/2024/234)



The position will consist of:

- Conducting comprehensive quality assurance inspections on all written content. This process ensures that our documents meet the highest standards of accuracy, clarity, and consistency, guaranteeing that our cybersecurity materials are of the utmost quality and reliability for target audience.
- Promoting cybersecurity hygiene as for example, implementing advanced protective measures against cyber threats and breaches, giving regular updates of software and systems.
- Advocating for the adoption of effective and responsible cybersecurity habits and measures, this involves knowledge for strong digital security protocols and fostering a culture of cybersecurity awareness to enhance overall digital safety and resilience.
- Collaborating closely with our cybersecurity analysts, engineers, and various stakeholders to deeply understand and gather technical requirements.
- Ensuring that critical information, updates, and insights from cybersecurity analysts and engineers are accurately and efficiently communicated to relevant teams.
- Coordinating input and feedback from various teams to inform and refine cybersecurity strategies. This includes organising regular meetings or workshops where constituents can discuss cybersecurity concerns, share best practices, and provide insights into department-specific challenges and needs, ensuring that the cybersecurity measures are aligned with the overall objectives and operational realities of CERT-EU.
- Translating intricate cybersecurity concepts into clear, accessible language and draft documentation that effortlessly conveys its message to both technical experts and non-technical stakeholders.

## **WE LOOK FOR**

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We are looking for a Cybersecurity Technical Writer – at least 5 years of relevant professional experience - who will demonstrate the following required skills and characteristics:

- Experience in at least 2 of the following cybersecurity domains such as Network Security, Application Security, Cloud Security, Cryptography;
- Excellent written and verbal communication skills;
- Familiarity with standard cybersecurity tools and technologies;
- Strong attention to detail and the ability to work independently;
- Good knowledge of best practices in the field of technical writing;
- Ability to handle parallel tasks and cope with pressure;
- Ability to establish and maintain effective working relations with co-workers and customers in an international and multidisciplinary work environment;
- Enthusiasm and motivation to work;
- Excellent communication skills in English, both orally and in writing.



To make your application stand up, please consider that the ideal candidate will possess some, or all, of the following:

- Possess a university-issued diploma or equivalent;
- A substantial depth of expertise, evidenced by at least 5 years of professional experience in the dynamic field of cybersecurity;
- Skills spanning across multiple key domains, including Network Security, Application Security, Cloud Security, and Cryptography, showcasing a versatile and comprehensive understanding of the industry;
- Exceptional written and verbal communication abilities further enhance the capability to articulate complex cybersecurity concepts clearly and effectively;
- Additionally, a strong knowledge of best practices in technical writing is a testament of an ability to produce clear, concise, and relevant technical documentation, a vital skill in the field of cybersecurity.

The candidate must hold a security clearance at EU SECRET level or be in a position to be security cleared.



## **HOW TO EXPRESS YOUR INTEREST**

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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 [secretariat@cert.europa.eu](mailto:secretariat@cert.europa.eu) indicating the selection reference DIGIT/COM/2024/234 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 temporary 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 post;
- Produce the appropriate character references as to suitability for the performance of the duties.

##### Qualifications:

In order to be recruited in this position, you must have at least a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

##### Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU<sup>1</sup>
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

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<sup>1</sup> 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).



### ➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants<sup>2</sup>.

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase 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 supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, 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**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AD.**

The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

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<sup>2</sup> Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).





The duration of the **1<sup>st</sup> contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. 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\(2013\)9049](#) on policies for the engagement and use of temporary 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.

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.