



## **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](#).



# Project Assistant

## in DG HR.DS.3.002 of the European Commission

**Job title:** Project Assistant

**Domain:** SECURITY

**Where:** Unit HR.DS.3.002 - Technical Security, Brussels

**Function Group:** FG III

**Contract Type:** 3b

**Express your interest until** 05.06.2024 - 12.00 (Brussels time)

### WE ARE

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The Human Resources and Security Directorate General (DG HR) oversees recruitment policy, training and career management, social policies and working conditions for Commission staff. It is also responsible for keeping buildings and employees safe and secure, making sure that work continues during crises and dealing with online security.

Part of the DG HR is the Security Directorate's "Technical Security" unit (HR.DS.3). Its mission is to ensure a high level of technical and physical security in all Commission premises in Belgium, Luxembourg and Strasbourg.

In particular, the unit is responsible for:

- Commission access policy and access control systems;
- Installation and maintenance of technical security systems and equipment (including badge or biometric-operated doors,
- CCTV, intrusion detection, x-ray machines, walk-through metal detectors, safes;
- Design, programming and issuance of access cards;
- Information technology of access security systems;
- Implementing infrastructure-based security improvements, including hostile vehicle mitigation.

HR.DS.3 is currently composed of some 50 colleagues, including 15 colleagues based in Luxembourg.

### WE PROPOSE

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The Technical Security Unit is seeking to hire one Project assistant.

We propose an interesting and challenging position, in our Technical Security Installations & Maintenance Sector. The job holder will be responsible for:

- analyzing technical security needs of existing and future buildings and mapping these on Commission building plans;
- overseeing the installation, proper functioning and maintenance of technical security equipment installed in the approximately 50 Commission buildings in Brussels.
- participating in the development of technical specifications,
- contributing to the planning, implementation, management and follow up of new technical



security projects and providing technical security guidance.

- supervising contracted staff, including task allocation, setting of deadlines and priorities, and review of deliverables.
- managing contracts as well as financial and administrative aspects linked to the implementation of projects such as drafting terms of reference, reviewing offers, certifying invoices, assisting in public procurement procedures.
- coordinating with the DS.3 technical security team in Luxembourg to ensure a consistent approach in the implementation of solutions.
- representing the Unit in meetings with Commission services, other EU Institutions and regional and national authorities in discussions related to technical security issues.

## **WE LOOK FOR**

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We are looking for a highly motivated, dynamic, and customer-oriented Project Assistant

The successful candidate must possess/be:

- a strong background in engineering (Civil or Mechanical or Industrial or Electrical or Electronic) or at least 3 years of relevant experience buildings infrastructure project management
- At least 2 years of experience with the management of a Computerised Maintenance Management System (CMMS) and the use of Autocad
- very good communication skills,
- able to analyse and structure complex information;
- a high sense of responsibility and strong service orientation;
- excellent planning and organisational skills,
- able to prioritise and manage multiple files and deliverables;
- very good command of spoken and written French equivalent to minimum level B2 and a knowledge of English to minimum level B1

Familiarity with one of the following areas would be an advantage:

- Installation and maintenance of technical security equipment along with the participation and/or project management in security related projects.
- Business Process and Data Interpretation

This post requires the jobholder to be security-cleared at the level of EU SECRET / SECRET UE. If the jobholder does not already have this level of security clearance, s/he will need to agree to undergo a security vetting by the appropriate national authorities)

## **HOW TO EXPRESS YOUR INTEREST?**

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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](mailto:HR-DS-VACANCIES@ec.europa.eu) indicating the call for interest reference EC-2024-HR-379073 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.

#### 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 recognised 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 EU<sup>1</sup>
- AND have a satisfactory knowledge (minimum level B2)<sup>2</sup> of a second official language of the EU, to the extent necessary for the performance of the duties.

#### ➤ What about the selection steps?

The selecting unit chooses from the EPSO database<sup>3</sup> candidates with the appropriate profile and invites them to an interview. For the interview a selection panel is set-up to assess the best

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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).

<sup>2</sup> 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>).

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



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 in French.



## 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 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**.

The successful candidate will be engaged as a **contract agent under Article 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.

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.