



## **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](#).



## Profile

# the Office for Infrastructure and Logistics in Brussels of the European Commission

**Selection reference: OIB/COM/2024/1466**

**Domain\*: Buildings and supplies**

**Where: OIB-RPP.4 (Domain Leadership, Planning, Reporting and Internal Control) Brussels**

**Staff category and Function Group: Temporary Agent 2b – Security Assistant – Local Security Officer (LSO)**

**Grade: AST 1 - 9**

**Publication deadline: 19/07/2024, 12:00.**

## WE ARE

---

The mission of the Office for Infrastructure and Logistics – Brussels (OIB) is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

The OIB.RPP department's mission is to ensure the sound and efficient management of OIB's human, financial and informatics resources as well as internal control, document management, prevention at work, local security and business continuity, in order to support the operational activities of OIB.

The OIB.RPP.4 Unit, a dynamic team of eighteen colleagues, with the mission to steer OIB's strategic planning and programming cycle, ensure the domain leadership role of OIB in logistics, through benchmarking, reporting and process optimisation in the logistics domain. The unit supports the Head of Service by ensuring that OIB activities are compliant with sound financial management, financial regulation and in line with internal and security rules. The unit also ensures a modern and efficient management of records.

With respect to the Local Security officer (LSO) and Business Continuity Desk Officer role, the unit has the key responsibility of supporting the OIB business continuity and ensuring compliance with the requirements set out in the Commission's security rules. RPP.4 coordinates these processes in close cooperation with all OIB operational departments and units in a service oriented manner and liaise closely with the Security Directorate of the Directorate-General for Human Resources and Security (HR.DS) and with LSOs of other DGs/services/offices.

## WE PROPOSE

Considering OIB's unique mission in Commission Real Estate policy, childcare etc. this position as Local Security Officer (LSO) is varied with interesting responsibilities such as:

Your main tasks will be:



- Oversee day-to-day compliance of OIB with the requirements set out in the Commission's security rules and with the associated guidance issued by the HR.DS;
- Act as the principal point of contact between OIB and HR.DS on all matters related to security in the Commission and attend LSO conferences organized by HR.DS;
- Manage requests for security authorization and maintenance of record of security authorizations;
- Act as the EUCI (EU Classified Information) Single Point of Contact (SPOC) of OIB;
- Coordinate and verify access requests to reinforced administrative areas;
- Validate access requests for service providers to OIB's buildings and parking areas;
- Raise awareness on matters related to handling EUCI, tools and procedures and informing management and colleagues on legal and or policy developments;
- Liaise with the Local Informatics Security Officer (LISO); Health and Safety Manager and Document Management Officer (DMO) to ensure a coherent and consistent approach to security;
- Draft and maintain the OIB's Business Continuity Plan and related annexes;
- Act as Business Continuity Desk Officer and represent OIB in the Business Continuity Network (BCN);
- Setup and manage the Duty Officer system and organize local Business Continuity exercises;
- Organise / attend Continuity Management Team meetings in OIB, as required.

## **WE LOOK FOR**

---

We look for a reliable, well-organised colleague with a good team spirit and excellent planning, execution, communication and coordination skills. S/He should be pro-active, flexible and able to organise the work independently with a strong sense of responsibility.

A positive attitude, good writing and communication skills in English (French is an advantage) and excellent inter-personal skills are essential.

Knowledge of security rules is a strong advantage. Knowledge of the treatment of classified or sensitive information (Registry Control Officer-RCO) and of business continuity procedures is a strong asset.

Security clearance: the selected candidate must be willing to go through the security vetting procedure at the level of SECRET UE/EU SECRET should it be that s/he is not already security vetted. Already having such Personal Security Clearance is a strong asset.

Are you looking for a LSO position with something extra? Are you interested in the operational reality of Commission Real Estate? Then this job could be for you.

### **1. Required**

- Professional experience of at least 2 years in the field of Local Security Officer
- Knowledge of security rules is a strong advantage. Knowledge of the treatment of classified or sensitive information (Registry Control Officer-RCO) and of business continuity procedures is a strong asset.
- UE/EU SECRET should it be that s/he is not already security vetted. Already having such Personal Security Clearance is a strong asset.

### **2. Desired**

- Security clearance: the selected candidate must be willing to go through the security vetting procedure at the level of SECRET

### **3. Personal qualities required for the position (assessed during the interview)**

- Proactivity



- Organisation and planning
- Client orientation
- Effective communication
- Capacity to work with confidentiality.

#### **4. Languages**

English and French B2

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

---

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 [OIB-vacancies@ec.europa.eu](mailto:OIB-vacancies@ec.europa.eu) indicating the selection reference OIB/COM/2024/1466 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 either a level of post-secondary education attested by a diploma, or 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. 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.

---

<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 French and English.

## **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) of the [Conditions of Employment of Other Servants](#), in function group AST.**

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.

---

<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.