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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](#).



Head of Sector – Protection

DG HR of the European Commission

Selection reference: HR/COM/2024/1607

Domain*: Crisis management and Internal Security

Where: Unit HR DS.1.001 – Protection & Operations, Brussels

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

Grade: AD5-AD8

Publication deadline: 05.08.2024 - 12.00 (Brussels time)

WE ARE

Unit DS.1 is the Operations and Protection Unit of DG HR.DS Security Directorate. The Security Directorate ensures that the Commission operates in a secure environment, protecting its staff, activities, information and assets. Unit DS.1 is in charge of physical protection and represents the interest of the Commission in the operational fields of close protection and guard supervision. It also operates the 24/7 Duty Office of the Commission.

The unit is composed of 3 sectors and more than 110 staff members. The "Close Protection" sector is the largest sector, composed of around 90 staff. Its main tasks include close protection of College Members, armed in-house security services and VIP visits. Regular contacts with the Cabinets, including the Cabinet of the President and of the High-Representative/Vice President, as well as with other Commission services, in particular the Protocol service, provide for a high visibility and significant responsibility.

WE PROPOSE

We propose a very challenging, visible and highly interesting Head of Sector post in the area of Close Protection. The job consists in running autonomously the planning, development and implementation of the various activities of the VIP protection team including financial and administrative tasks. The VIP security officers ensure the protection of the President, the HR/VP, the Commissioners and the European Prosecutor while in the premises of the Commission and EU Institutions and also during their missions in and outside the European Union. It involves in particular:

- the organisation of official VIP visits in close cooperation with the protocol service as well as armed in-house services;
- being the contact point of local, national and international security services for the organisation of all security aspects of events and personalities;
- liaising with offices of public figures for their participation in official events organized by Commission services;



- representing the Security service in coordination and consultation meetings as well as security evaluations with other institutions and services in preparation of official visits and events;
- the planning and organisation of training for the security officers in order to maintain a high professional standard and fulfil legal requirements of Member States;
- the necessary financial verification (conforme au fait);
- regular and close contacts with other institutions, for example the Council and EEAS, as well as with national and local authorities such as the National Belgian Crisis Centre and police services at different levels.

The job requires a high sense of responsibility, professional duty and dedication, given the nature of the mission. Also, the needs of the service are often not limited to normal working hours. The daily work implies working under pressure and according to constantly changing parameters, e.g. as a consequence of a changing mission planning of the College members.

WE LOOK FOR

The candidate should be a dynamic, highly flexible and motivated colleague, with a strong sense of professional duty and dedication. She/he should be discreet, capable of motivating staff and taking initiatives. The candidate should have excellent coordination skills to work with a large team and on a variety of tasks and be able to contribute to a good working atmosphere. She/he must be a very good communicator, capable of presenting the work of the sector effectively as well as drafting notes on his/her field of responsibility and on the sector's scope.

The following requirements will be considered as absolutely essential for this post:

- proven experience in leading autonomously a large team of specialized professionals;
- proven leadership experience in a police or military service that conducts sensitive tasks under which close protection tasks involving missions abroad;
- proven experience in planning and coordinating complex missions, including missions abroad;
- experience in dealing with sensitive matters and with high level people;
- being fully operational in English and French to be able to communicate with other international services as well as local authorities. Knowledge of the Dutch language is an asset.

Moreover, the chosen candidate will be accountable towards the Belgian authorities as regards the weapons stock of the Commission. Knowledge of the corresponding Belgian legislation on the usage and storage of firearms as well as on the related matters would be an important asset. Knowledge of the Belgian security infrastructure in view of upholding good and targeted contacts with the security services of the host nation are important. The job holder will have to submit a clearance to SECRET UE level.

If you are ready for an exciting and dynamic opportunity, we want to hear from you. Join us in our mission to ensure the safety and security of our VIPs.



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 to HR-MAIL-DS1-1@ec.europa.eu indicating the selection reference HR/COM/2024/1607 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 EU¹
- 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.

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).



➤ **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 applicants².

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.

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



The duration of the **1st 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.