

**SELECTION OF TEMPORARY STAFF  
FOR DIRECTORATE-GENERAL for HUMAN RESOURCES AND  
SECURITY (DG HR)**

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The European Commission is organising an external selection procedure to fill the post of **Head of Unit (AD13) for the Unit “Protection & Operations” (HR.DS.1)** in the Directorate-General for Human Resources and Security (DG HR). The mission of the Directorate-General for Human Resources and Security (DG HR) is to promote excellence in the practice of human resource management and in ensuring internal security for the European Commission.

The unit HR.DS.1 is the Protection and Operations unit of the Security Directorate (HR.DS) based in Brussels.

The Security Directorate ensures that the Commission operates in a secure environment, protecting its staff, its information and assets.

The unit represents the Commission’s interests in the security field, it is therefore responsible for the protection sector and also for the organisation of security guards on Commission premises, it also oversees::

- The Close Protection of Members of the College and other VIPs;
- In-house security;
- The supervision of privately contracted security guards controlling access to Commission buildings.

The unit also manages the Commission 24/7 Duty Office, which functions as the single point of contact for all security related matters for our staff. With its 20 staff members, it responds to security and safety related incidents and acts as information sharing point towards other EU institutions and national authorities and therefore plays a critical role in crisis situations.

The unit is also in charge of crisis communication and communication to staff ahead of EU summits, demonstrations and other events.

Their role has high visibility and they have significant responsibility due to their regular contact with Cabinets of the Members of the College, including the Cabinet of the President and of the High Representative/Vice-President, as well as with other Commission services, in particular with the Protocol service.

## **1. NATURE OF DUTIES**

The job entails working closely with the operational units of the Security Directorate to ensure the security of the Commission.

The Head of Unit will provide leadership to the team and manage the work and the staff of the unit. He/she will motivate staff, support their development and manage their performance. He/she will communicate with management and stakeholders to steer and influence discussions effectively.

The Head of Unit will be responsible, in particular, for the following tasks:

- representing the service in coordination and consultation meetings as well as security evaluations with other institutions and services in preparation of official visits and events;
- ensuring regular and close contacts with other institutions as well as with national and local authorities such as the Belgian crisis centre or police services at different levels;
- ensuring close protection of Members of the College, high level staff and visitors;
- coordinating the units' work in the fields of risk-management, strategy development and conceptual security challenges.
- organising the planning and supervision of security guards controlling access to Commission buildings;
- monitoring the activity of the Commission 24/7 Duty Office;
- steering the ISOC project (Integrated Security Operations Center), which entails integrating the Duty Office, the guards Control Room and the guards Dispatch physically in common office space and operationally in terms of leadership and procedures. The ISOC project will be conducted in cooperation with other HR.DS units and internal stakeholders (Secretariat-General, Office of Infrastructure and Logistics in Brussels);
- taking overall responsibility of the guard service contract both in Brussels and Luxembourg, in close cooperation with the other units in the Directorate;
- monitoring legal aspects and financial issues related to the activities of the unit;
- organising the planning, budget and overall management of the unit's activities and staff.

The job requires a high sense of professional duty and dedication, as the needs of the service are not limited to regular working hours. The daily work implies working under pressure and according to constantly changing parameters and rapidly evolving situations (e.g. incidents, demonstrations). On a regular base, missions inside and outside of the EU will be undertaken, especially in the field of close protection.

## 2. TYPE AND DURATION OF CONTRACT

The successful candidates may be offered a temporary contract under Article 2(b) of the Conditions of Employment of Other Servants (CEOS)<sup>1</sup> of the European Union in accordance with the Commission Decision C(2013)9049 final of 16 December 2013 on policies for the engagement and use of temporary agents<sup>2</sup>.

The duration of the initial contract will be four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the Commission Decision C(2013)9049 final of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period).

<b>PLACE OF EMPLOYMENT</b>	Brussels, Belgium
<b>LEVEL</b>	<b>AD13</b>

## 3. ELIGIBILITY AND SELECTION

### 3.1. General conditions

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Union CEOS,:

which include being a national of a Member State of the European Union;

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### 3.2. Specific conditions

#### 3.2.1 Qualifications

By the deadline for submission of applications, **candidates must have:**

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is **four years or more**

or

- A level of education which corresponds to completed university studies of **three years attested by a diploma and appropriate professional experience of at least one year.**

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<sup>1</sup> <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20160101:en:PDF>

<sup>2</sup> <https://commission.europa.eu/system/files/2018-07/commission-decision-temporary-agents-c-2013-9049-en.pdf>

The minimum of one year's professional experience required is deemed to be an integral part of the diploma and cannot be counted towards the professional experience required below.

Only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

### **3.2.2 Professional experience**

On the closing date for the submission of applications set by this notice, candidates **must have at least 15 years' postgraduate professional experience at a level to which the qualifications referred to above give admission, including 4 years of management experience in a relevant field.**

The successful candidate should have:

#### **Personal qualities**

- Resilience and the ability to perform in a high-pressure environment.
- Dynamic, flexible and motivated colleague, with a strong sense of responsibility;
- Strong organisational and planning skills;
- Sense of initiative and ability to comply with a complex set of rules and deadlines;
- Excellent problem solving and analytical capacities, and in particular the capacity to continuously identify improvements in working methods;
- Sense of discretion;
- Relevant language skills to communicate with other international services and other institutions as well as for regular contacts with local authorities.

#### **Specialist skills and experience**

- Experience in close protection and 24h-emergency/crisis services would be a strong asset;
- The chosen candidate will be accountable towards the Belgian authorities as regards the weapons stock - therefore 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;
- Proven ability to take operational decisions and work under time constraints, to deal with urgent situations and to re-assess priorities when needed; proven experience in dealing with sensitive matters and with VIPs;
- Knowledge of the global security situation and trends as well as on specific consequences in Europe;
- Solid understanding of the security challenges at stake;
- Excellent oral and written communication skills to be able to present the work of the unit and the Security Directorate to other services, institutions and external stakeholders effectively;

#### **Management skills**

- Proven management experience of large teams, preferably also large armed and specialized team from the police and military area; excellent coordination skills to work with a large team, with the other operational units of the Directorate and with other stakeholders
- Ability to lead and motivate a multidisciplinary and multicultural team of qualified staff in a sensitive environment; capacity to allocate tasks and organise work efficiently
- Ability to define and focus on priorities, follow-up and evaluate work in order to meet the objectives, in collaboration with the unit and other management teams.
- Ability to recruit and motivate colleagues who will contribute fully to the achievement of the objectives of the unit and Directorate;
- Ability to define budget needs and to manage contracts/procurements as well as the budget of a unit;
- Ability to motivate staff and unite them in the pursuit of a common goal while creating a pleasant working atmosphere;

If the selected candidate has not yet obtained a valid security clearance certificate (SECRET UE/EU SECRET) from his/her national security authority, appointment to the post shall only take effect once the relevant application has been launched by the selected candidate and be probationary until the certificate is actually obtained.

### **3.2.3 Languages**

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the EU languages and a satisfactory knowledge of another of the EU languages. Knowledge of additional EU languages is an advantage.

## **4. CONDUCT OF THE PROCEDURE**

There will be two separate, successive stages of the procedure:

### **4.1. Pre-selection**

#### **4.1.1 Pre-selection based on qualifications**

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents, will carry out a pre-selection based on the qualifications and professional experience mentioned under section 3.2. To this effect, candidates are required to provide three documents:

**a) a completed application form;**

**b) a CV;**

**c) and a motivation letter.**

In order to enable the pre-selection panel to decide on the admission of the applications, candidates are requested to clearly indicate in these documents:

- for the studies: the start and end date, the normal length of the complete cycle and the exact title of the diploma obtained;

- for the professional experiences: the start and end date of each experience and exact nature of the functions.

If one of the three documents mentioned above are missing or if the documents are not received by the deadline stipulated, the application will be deemed null and void.

As this pre-selection stage is eliminatory, only pre-selected candidates will be invited for the selection stage (see section 4.2 below).

Supporting documents mentioned in section 4.1.2 are NOT required at this stage. They will be requested at a later stage of the selection procedure (see section 4.1.2).

#### **4.1.2. Supporting documents**

Before the interview described in section 4.2 below, the pre-selected candidates must provide the official supporting documents confirming the information stated in their application form, CV and motivation letter. If these documents are not provided by the deadline stated in the invitation letter to the interview, the application will be declared null and void.

The requested official supporting documents to be sent only by candidates invited to an interview will be:

- Copy of a document proving citizenship (identity card or passport);
- Copy of the diploma(s) or certificate(s) of the required level of education;
- Employment certificates proving the length of professional experience.

These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated in the pre-selection letter and the invitation for interview, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented, they should contact the secretary of the selection committee at least ten working days before the deadline expires, via the functional mailbox at the following address:

**[HR-2023-DS1-TA-HoU@ec.europa.eu](mailto:HR-2023-DS1-TA-HoU@ec.europa.eu)**

The aim is to enable them to produce a complete and acceptable dossier by the deadline.

The successful candidate will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

## **4.2 Selection**

Candidates who have successfully completed the pre-selection stage will be invited for an interview by a Selection Committee in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of successful candidate(s) will be valid for a maximum of two years. The validity of the list may be extended.

Before being engaged, candidates may be invited to take part in a one-day assessment centre.

## **5. APPLICATIONS**

The application form accompanied by a CV and a motivation letter, must be sent to the following address:

**[HR-2023-DS1-TA-HoU@ec.europa.eu](mailto:HR-2023-DS1-TA-HoU@ec.europa.eu)**

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format. The Commission reserves the right to automatically remove all messages of more than 2 MB.

The data included in the application form will not be changed after the closing date of the submission of applications. The right of rectification cannot be exercised after the closing date for the submission of applications.

Candidates should use the same functional mailbox for all correspondence with the selection committee including requests for information. It is the candidate's responsibility to inform the secretary of the selection committee of any change of his/her e-mail address during the selection procedure.

The European Commission applies an equal opportunities policy. The Commission would particularly welcome applications from women.

**The closing date for the submission of applications 28/02/2023 at 12:00 (midday, Brussels time).**

## **6. ADDITIONAL INFORMATION**

This selection notice is published in the 24 official languages of the European Union on the websites of the Directorate-General for Communication and European Personnel Selection Office (EPSO).

Any direct communication between candidates and the Commission services will be exclusively by email. Therefore, to enable Commission services to contact candidates, each candidate is required to indicate **a valid e-mail address** which can be used throughout the entire selection process.