

Directorate-General Human Resources and Security

Publication of a vacancy for the function of Head of Unit “Investigations & Analysis”

(Temporary Agent – grade AD13)

(Article 2(a) of the Conditions of Employment of Other Servants (CEOS) of the European Union)

COM/2023/10431

We are

The European Commission is organising an external selection procedure for a temporary agent to fill the post of Head of Unit in DG Human Resources and Security (DG HR).

DG HR aims to promote excellence in the practice of human resource management and in ensuring internal security for the entire institution.

The mission of the Security Directorate (HR.DS) is to ensure the security of Commission staff, information and assets.

The Security Directorates covers the following activities:

- Protection & operations.
- Investigations & analysis.
- Technical security.
- Information security & inspections.
- Horizontal tasks.

In performing its mission, the Security Directorate operates in accordance with its Security and Risk Management Concept, which entails a risk-based approach to security.

The unit HR.DS.2 is the Investigations and Analysis unit of the Security Directorate (HR.DS) primarily based in Brussels (some colleagues are based in Luxembourg).

HR.DS.2 ensures that Commission staff, information and assets remain safe by preventing, detecting, analysing and investigating threats stemming from:

- Terrorism/extremism;
- Espionage;
- Cyber attacks and hybrid threats;
- Organised and non-organised crime, and
- Fixated individuals.

The unit also provides operational support on security intelligence to the other operational units of the Directorate.

The unit is composed of three sectors and two teams and has around 35 staff members.

We propose

The job entails working closely with the other 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 for the overall management of the unit's activities and staff as well as for the planning and budget. His/her other responsibilities also include:

- Representing the Commission's interest in the operational fields of counter-intelligence, cyber security investigations and counter-terrorism/extremism, and ensuring cooperation with relevant stakeholders in these areas (Member States services, EU institutions, bodies and agencies);
- Representing the Commission in meetings on security policy with representatives of Members States and other countries as well as other EU institutions;
- Gathering, assessing and disseminating any relevant information concerning security threats to the security of the Commission (staff, information and assets);
- Performing intelligence analysis and security investigations in the fields of espionage, terrorism/extremism and leaks of classified or sensitive information;
- Investigating cyber attacks and incidents (through the Cyber Attack Response Team);
- Providing tailor-made security advice;
- Managing the DG HR Registry of secured storage of EU classified information and developing/maintaining secured document management systems;
- Providing Open Source intelligence and operational IT support through the security intelligence operational support team
- Contributing to the elaboration and coherence of existing/new policies and guidance relevant to security (human intelligence, electronic counter-measures, cyber, hybrid threats related to counter-intelligence, etc.);
- Ensuring the financial management in the unit in accordance with the European Commission's financial rules.

The job requires a high sense of discretion, 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. security incidents). Business travel inside and outside of the EU will be undertaken on a regular basis.

We look for (selection criteria)

Candidates should have:

Personal Qualities

- Sense of discretion and ability to deal with highly sensitive information;
- Resilience and the ability to perform in a high-pressure environment;
- Strong organisation and planning skills;
- A strong sense of responsibility, initiative and ability to comply with a complex set of rules and deadlines;
- Excellent problem solving and analytical capacities, in particular the capacity to continuously identify improvements in working methods;
- 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

- Solid and recent experience in the field of national security, in particular in counter-intelligence, counter-terrorism and cyber crime;
- 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 and capacity to allocate tasks and organise work efficiently;
- excellent coordination skills to work with a large team and 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 and unite them in the pursuit of a common goal while creating a pleasant working atmosphere;
- 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;

The following elements will be considered as strong advantages:

- Proven professional experience gained in the field of counter-intelligence and counter-terrorism at management level;
- Solid network in the Member States in the area of counter-intelligence;
- Proven experience in threats analysis;
- Proven experience in team management function, involving the management of human and financial resources.

Candidates must (eligibility requirements)

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

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.
- University degree or diploma: candidates must have:
 - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;
 - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate 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.

- Professional experience: On the closing date for the submission of applications set by this notice, candidates need to show, in addition to the qualifications required above, a professional experience of at least 15 years, gained after obtaining the diploma required for admission to the selection procedure.¹ Out of these 15 years, at least 4 years must have been gained in management functions. Candidates should clearly indicate in their curriculum vitae (1) title and role of managements positions held and (2) numbers of staff overseen in these positions for all years during which management experience has been acquired.

¹ Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

- 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 languages² and a satisfactory knowledge of another of the EU languages.

The candidate should have excellent oral and written communication skills in order to communicate efficiently and fluently with internal and external stakeholders.

- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations).

Selection process

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

1. Preselection

As part of this selection procedure, the European Commission sets up a pre-selection panel.

The pre-selection panel is composed in accordance with the Commission Decision of 16 December 2013 (C(2013) 9049) on policies for the engagement and use of temporary agents.

This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

To this effect, candidates are required to provide the following documents:

- a) a Curriculum Vitae (CV);**
- b) 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 the CV:

- 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, detail the number of staff and size of budget managed.

2. Selection

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for a further final interview with the Director-General and the Rapporteur appointed for the selection procedure 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 Rapporteur ensures transparency and due process throughout the procedure.

The selection will be conducted according to the European Commission's selection procedures (Commission Decision of 16.12.2013 on policies for the engagement and use of

² <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=EN>

temporary agents (C(2013) 9049 final)³.

Candidates who are called for a final interview will participate in a full-day management assessment centre run by external consultants. Taking account of the results of the interview and the report of the assessment centre, the Director-General takes the final appointment decision.

Supporting documents

Before the final interview, the pre-selected candidates must provide the following official supporting documents confirming the information stated in their CV and motivation letter.

- 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.

Candidates invited to the final interview will be required to make a declaration of commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to their independence.

Appointment

The selected candidate must have fulfilled any obligations imposed by law concerning military service, produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

The selected candidate should hold, or be in the position to obtain, a valid security clearance certificate from his/her national security authority. A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations and certifying that an individual may be allowed to access classified information up to a specified level. (Note that the necessary procedure for obtaining a security clearance can be initiated on request of the employer only, and not by the individual candidate).

Until the personal security clearance has been granted by the Member State concerned and the clearance procedure completed with the legally required briefing from the European Commission's Security Directorate, the candidate will not be able to access EU Classified Information (EUCI) at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, nor attend any meetings at which such EUCI is discussed.

³ <https://commission.europa.eu/system/files/2018-07/commission-decision-temporary-agents-c-2013-9049-en.pdf>

Equal opportunities

In accordance with Article 1d of the Staff Regulations, the European Commission pursues a strategic objective of achieving gender equality at all management levels by the end of its current mandate and applies an equal opportunities policy encouraging applications that could contribute towards more diversity, gender equality and overall geographical balance.

Conditions of employment

The successful candidates may be offered a temporary contract under Article 2(a) of the Conditions of Employment of Other Servants (CEOS)¹ 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 agents⁴.

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).

PLACE OF EMPLOYMENT: Brussels, Belgium.

LEVEL: AD13

Independence and declaration of interests

Before taking up his/her duties, the selected candidate will be required to make a declaration of commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to his/her independence.

Important information for candidates

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query has to be addressed to the secretariat of the respective panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council⁵. This applies in particular to the confidentiality and security of such data.

⁴ <https://commission.europa.eu/system/files/2018-07/commission-decision-temporary-agents-c-2013-9049-en.pdf>

⁵ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

If you want to apply, you must register via the Internet on the following website and follow the instructions concerning the various stages of the procedure:

<https://europa.eu/!NCKMBd>

You must have a valid e-mail address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your e-mail address.

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format⁶, and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

It is in your interest to ensure that your application is accurate, thorough and truthful.

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

Applications sent by e-mail will not be accepted. If you require more information and/or encounter technical problems, please send an e-mail to: HR-MANAGEMENT-ONLINE@ec.europa.eu

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations will not be accepted.

Closing date

The closing date for registration is **13/06/2023, 12.00 noon Brussels time**, following which registration is no longer possible.

⁶ You can find information on how to create your Europass CV online at: <https://europa.eu/europass/en/create-europass-cv>