



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
HUMAN RESOURCES AND SECURITY

Security

***Administrative Agent - Administrative support –
Information security and classified information***

Type of contract: Contractual Agent (3b)

Grade: FG II

Unit/Team: HR.DS.4.001

Working place: Brussels

Publication: from 28/06/2023 to 12/07/2023 until 18.00 hours Brussels time

Reference number: 423378 (for application form)

We are:

The Directorate-General for Human Resources and Security (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, making sure that work continues during crises and dealing with online security.

We are the “Information Security & Inspections” unit in the Security Directorate of the European Commission. We deal with information security policy, inspections, security clearances, screening of external contractors and classified information protection. We manage several sensitive and classified IT systems and a small data centre including a PKI and network infrastructure (40 000 users), virtualisation infrastructure and some servers. We handle the security authorisations for 10 000 colleagues and the security screenings for all external service providers. We are also in charge of the security inspections of Commission’s (and other EU bodies and agencies) facilities all around the world. We are an innovative team and are constantly updating and renewing our services

with new technology. A key aspect of our unit is to promote an information security culture across the Commission and the other institutions, bodies and agencies.

We propose:

We are offering a challenging position in Brussels as an Administrative Agent for a motivated colleague to work on EUCI protection activities in the Information security and EUCI sector (DS.4.001). The main objective of the sector is to ensure that the Commission can produce, protect and exchange EU classified information effectively with its stakeholders.

Tasks would include:

- be a point of contact for internal and external interlocutors.
- management of the clearance database (creation of new records, updates on authorisations and briefings)
- initiating searches and lists for LSOs and other stakeholders.
- registration of incoming and outgoing correspondence in ARES
- ensuring that clearance sector archives are kept constantly in order and updated.

You will also advise and support Local Security Officers. The right candidate will enjoy an autonomous job with many internal and external contacts.

We look for:

We are looking for an enthusiastic colleague with good organisational (archiving, priority setting, planning) skills. The ability to work across organisational boundaries and good communication skills are required for the frequent contacts with Commission services and external counterparts.

In addition, he/she will demonstrate:

- ability to provide customer service;
- good organisational and planning skills;
- autonomy and pro-activity;
- ability to work under pressure when necessary;
- flexibility with regards to new requirements and procedures

Fluent written and spoken English and French is a plus and any other European languages would be considered an advantage.

The position requires a security clearance so you must be willing to go through the national security vetting procedure.

Who is eligible to apply?

On the closing date for this application, in order to be eligible for the post, candidates must meet the following conditions:

- (a) Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- (b) Have fulfilled any obligations under national laws on military service;
- (c) Meet the character requirements for the duties concerned;
- (d) Be physically fit to perform her/his duties linked to this post;
- (e) Produce evidence of a thorough knowledge of one of the official EU languages and a satisfactory knowledge of a second EU language to the extent necessary for the performance of his/her duties.

Specific criteria - Languages

Language 1: minimum level C1 in one of the 24 official EU languages

Language 2: minimum level B2 in English, French or German; must be different from language 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 (Croat), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

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>.

Specific criteria - Qualifications & professional experience

For function group II, the minimum level of education required is defined as follows:

- 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 3 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 your eligibility and the information in your application form (diplomas, certificates and other supporting documents).

Type of contract

The successful candidates will be recruited as contract agent Article 3(b) according to the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3(a) and 3(b) - [Register of Commission Documents - C\(2017\)6760 \(europa.eu\)](#).

Important Information:

Potential applicants must be registered in one of the relevant calls for expression of interest for Contract Agents (CAST Permanent) corresponding to the Function Group of the position.

Pre-selected applicants who have not passed the relevant EPSO selection procedure (CAST Permanent) would be invited to do so.

How to apply

By the closing date for application, the interested candidates should send their application to: HR-DS-VACANCIES@ec.europa.eu

The application is to include:

- Subject of the email: SURNAME – Job No. 423378
- your CV: Preferably in Europass format [Home | Europass](#)
- a motivation letter
- the application form duly completed.

Please send all the above-mentioned documents in 1 pdf document (max. 2 MB)

Please note also that due to the large volume of applications received, only pre-selected candidates will be notified.

Selection procedure

No applications will be accepted after the closing date of the vacancy.

Candidates selected for interviews will have to succeed in [an EPSO CAST exam](#) relevant to the function group.

The request to sit the EPSO CAST exams does not commit in any way the European Commission to invite candidates for a selection panel or offer a Contract Agent position, should they succeed the test.

During the recruitment process, candidates will be requested to supply documentary evidence, in original, in support of the statements made in the application.

For functional reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates as well as that of the institution, the selection procedure will be carried out in English and/or French only.

For more information on the Contract Agent positions please consult the following [EPSO page](#).

Should a position be offered, candidates are required to undergo a mandatory medical analysis and physical check-up with our selected medical service.

The working conditions of contract staff are governed by the Staff Regulations of Officials and the Conditions of Employment of Other Servants, as described in

chapter IV, p. 215 of the following document:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20110101:EN:PDF>

Contract agents carry out tasks under the supervision of officials or temporary staff members. Further details concerning the nature of tasks and type of duties can be found in the EPSO Call for Expression of Interest for Contract Staff [ANNEX I](#).

Equal opportunities

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Data Protection

For information related to Data Protection, please see the [Specific Privacy Statement](#)