



EUROPEAN COMMISSION

Selection of temporary staff for the Publications Office of the European Commission

Selection reference: OP/COM/2023/221

Function Group: Administrator

Grade: AD7

Job title: IT Security Officer

Job N°: 320227

Where: Unit OP.A.3 - „Digital Solutions and Process Efficiency“, Luxembourg

Publication deadline: 17.04.2023 - 12.00 (Brussels time)

We are

The Publications Office of the European Union (OP) is the official provider of publishing services to all EU institutions, bodies, and agencies. As such, it is the central point of access to EU law, as well as to publications, open data, research results, procurement notices and other official information. The Office thereby plays a central role in making it known to the public what the EU does and means for them, and in unlocking the power of data. Its mission is to support EU policies as a recognized competence center for information, data and knowledge management, and to ensure that this broad range of information is available to the public as accessible and reusable data to facilitate transparency, economic activity and the diffusion of knowledge.

The Publications Office publishes in all the official languages of the European Union and continuously adapts its services to a rapidly evolving technological environment (e.g. data services, cloud computing, machine learning and artificial intelligence).

The Unit A.3 Digital Solutions and Process Efficiency manages the portfolio of Information Systems of the Office. Our unit consists of highly qualified Digital Transformation Experts who provide technical expertise and manage the operation, development and evolution of our systems.

The unit applies service management methodologies to assist the operational units, helping them to define their IT needs and carrying out a constantly evolving work program while reporting to the management on the state of the projects. It elaborates and maintains OP's multi-annual IT plan and ensures efficiency and harmonisation of OP's information architecture.

We propose

An interesting post as Information Systems Security Officer to join our highly motivated Security and Architecture Competence Centre, which is part of the Digital Solutions and Process Efficiency unit to provide expertise and leadership in the fields of Information Security and Cybersecurity. These fields are priorities for the Publications Office.

Delivering the Digital transformation of OP requires the constant evolution of information systems through many projects implemented each year. The responsibilities of the Security and Architecture Competence Centre cover the development, review and update of the Information Systems (IS) security policy, development of the rolling IS security strategy and IT Multiannual Plan, support and follow-up for IS security governance bodies at appropriate level, interaction with DG DIGIT, driving the lessons learned and continuous improvement processes, and maintaining regular communication with system owners and other stakeholders.



The focus of the Information Systems Security Officer will be to advise the System Owners, System Managers and Project Managers on the IS security approach and to take an active role as IT security expert to perform risk assessments, update IT security plans and architectures, and perform design and verification activities of Information Systems security, such as code reviews. She/he will also contribute to the review and update of the Office IS security policy, strategy and architecture, with particular attention to the aspects of their implementation in practice. The job involves cooperation with other experts within the unit but also with many stakeholders across OP and within the European Commission services in charge of security (DG DIGIT.S and DG HR-DS). She/he will make technical choices for changes and new developments in cooperation with DIGIT and contractors.

We look for

A person motivated by contributing to ensuring the EU's institutions' cyber-security, attentive to detail, with a mature sense of responsibility and the ability to follow-up on multiple tasks simultaneously.

IT security or IT audit experience, either on complex, large-scale systems and/or project experience with secure software development principles is required. Holding recognized vendor-neutral certifications in the field of security management or security assurance is a plus.

A technical background in software quality assurance, knowledge of project management methodology, DevSecOps, security by design, enterprise architecture and IT architecture would also be assets. Exposure to Cloud native systems (AWS or Microsoft Azure) is a plus.

The candidate must be able to work both autonomously and as part of a great team. Communication and negotiation skills, and the ability to communicate complex concepts, develop actionable conclusions and formulate clear recommendations are needed for this position.

The position requires strong organisational skills, readiness to adapt quickly to changes in the working environment, drafting and presentation skills. Oral and written command of English is essential. Knowledge of French brings added value, but is not a prerequisite, beyond willingness to learn it.

How to apply?

Interested candidates should send their CV and motivation letter in a single PDF document by the publication deadline to the following email address:

OP-DIR-A-SECRETARIAT@publications.europa.eu

indicating the selection reference OP/COM/2023/221 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:

General criteria:

Candidates must comply with the following formal criteria for this selection procedure on the deadline for applications:

- Be a national of a Member State of the European Union (EU) and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Be 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 at this position, you must have at least:

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- A level of education which corresponds to completed university studies of at least 4 years, attested by a diploma, followed by a minimum of 6 years of relevant professional experience, or
- A level of education which corresponds to completed university studies of at least 3 years, attested by a diploma, followed by a minimum of 7 years of relevant professional experience.

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:

Candidates must have

- a thorough knowledge (minimum level C1) in one of the 24 official languages of the EU
- a satisfactory knowledge (minimum level B2) in a second official language of the EU, to the extent necessary for the performance of the duties.

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).

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>).

➤ **What about the selection steps?**

The post has also been published internally in the Commission, inter-institutionally, and has been 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. It is only in case no suitable candidate can be found among the afore-mentioned categories that other applications will be considered¹.

The selection panel will select 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 interview will be notified.

For operational 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 possibly in a second official language.

¹ Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal)



2. Recruitment

Candidates 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.

➤ **Type of contract and working conditions**

The place of employment will be in **Luxembourg**.

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 grade within the proposed grade range, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years. 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 has 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](#).

3. How to appeal?



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Candidates have the right to submit complaints under Article 90(2) of the Staff Regulations, should they wish to challenge any act adversely affecting them taken during this procedure. Such complaints may be addressed to the Appeals and Case Monitoring Unit of DG HR (HR-MAIL-F6@ec.europa.eu).