

SELECTION OF TEMPORARY STAFF FOR THE DIRECTORATE-GENERAL FOR HUMAN RESOURCES AND SECURITY

**Deadline for submission of applications:
22 March 2021 at 12.00 (midday), Brussels time**

The European Commission is organising a selection procedure to constitute a **list of aptitude of 2 suitable candidates** in order to fill **one AD8** administrator post (Deputy Head of Unit) in the Directorate-General for Human Resources and Security (DG HR).

Any reference, in the context of this selection, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

During the selection procedure, you will be asked to sit several tests in accordance with Point 5.3 of this selection notice. The European Commission will ensure that the conditions in which candidates sit these tests comply with the recommendations issued by the relevant public health authorities (the European Centre for Disease Prevention and Control (ECDC) and other international, European and national authorities).

1. DUTIES

The person who will occupy the post in question will contribute to the work of DG HR in the field of security, within the Security Directorate (HR.DS), in particular in the area of close protection services to Very Important Persons (VIPs).

This person will be responsible, in particular, for the following tasks:

- Ensure the daily management and coordination of the Close Protection and In-House-Security operations of unit HR.DS.1 (Operations). Manage the operational teams in charge of protective services, official visits, conferences, seminars and all other events with potential security risks organised by the Commission's departments.
- Manage the team in charge of planning and supervision of guards controlling access to Commission buildings.
- Liaise with the Protocol service of the Commission, private offices of the President, the High Representative/Vice-President, and other members of the College as well as with the Chief European Prosecutor of the European Public Prosecutor Office to coordinate VIPs visits.
- Be the contact point for national and international security services and represent the Security Directorate in coordination and consultation meetings.
- Plan and organise close protection operations in all its components, e.g. Standard Operating Procedures, training, logistics, working time schedules and procurement.
- Advise and support the Head of Unit on cross cutting aspects related to the work of the unit, in particular in the fields of risk-management, strategy development and conceptual security challenges.
- Lead and contribute to specific projects in the field of operations, including in relation with other units of the Security Directorate.
- Fulfil the role of acting Head of Unit in the latter's absence.

2. TYPE AND DURATION OF CONTRACT

Selected candidates will be placed on a list of aptitude (see point 5.4). They may be offered a temporary contract under Article 2(a) of the Conditions of Employment of Other Servants of the European Union (CEOS)¹ in accordance with Commission Decision C(2013) 9049 final of 16 December 2013 on policies for the engagement and use of temporary agents².

The duration of the contract may not exceed 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 of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)³.

PLACE OF EMPLOYMENT	Brussels
LEVEL	AD8 (indicative basic monthly starting salary EUR 7 072.70) ⁴

3. ELIGIBILITY AND SELECTION

Only candidates who meet all the general and specific conditions below will be admitted to the selection procedure.

3.1. General conditions of eligibility

Candidates must satisfy the requirements set out in Article 12 of the CEOS, in particular:

- be a citizen of one of the Member States of the European Union;
- meet any obligations under national laws on military service;
- meet the character requirements for the duties concerned.

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. Language skills

Article 12.2(e) of the CEOS states that a member of the temporary staff may be appointed only on the condition that he/she produces evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from-EN>

² <https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/3-2013-9049-EN-F1-1.PDF>

Please note that the revision of this Decision is ongoing.

³ <https://ec.europa.eu/transparency/regdoc/rep/3/2004/EN/3-2004-1597-EN-6-0.Pdf>

as amended by the following decisions:

<https://ec.europa.eu/transparency/regdoc/rep/3/2011/EN/C-2011-7071-F1-EN-MAIN-PART-1.PDF>

<https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/3-2013-9028-EN-F1-1.Pdf>

<https://ec.europa.eu/transparency/regdoc/rep/3/2019/EN/C-2019-2548-F1-EN-MAIN-PART-1.PDF>

⁴ <https://ec.europa.eu/transparency/regdoc/rep/3/2013/EN/C-2013-8970-F1-EN-MAIN-PART-1.PDF>

You must therefore have knowledge of **at least 2 official EU languages**, one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* (<https://euopass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In this notice of selection the following three conditions will apply to the languages to be chosen by candidates as their Language 1 (L1) and Language 2 (L2):

- **Language 1 (L1):** language used for drafting the application letter; this language may also be used to fill in the application form, apart from the answers to the preselection questions (point 9.2 of the application form); it can be any one of the 24 official languages of the European Union;
- **Language 2 (L2):** language used to fill in point 9.2 of the application form and for the interview and the written test; **it must be English or French.**
- **Language 2 (L2) must be different from Language 1 (L1).**

Further information on the languages of this selection procedure is available under point 4.

3.3. Special conditions

3.3.1. Qualifications

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

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

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.

3.3.2. Professional experience

By the deadline for submission of applications, and **in addition to the qualifications required above**, candidates must **have at least 9 years' full time professional experience gained after obtaining the diploma required for admission to the selection procedure, at least 3 years of which in a field related to the nature of the duties described under the corresponding heading.**

The **professional experience** requested for the selection procedure above may have been gained, for example, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, private businesses, industry, non-governmental organisations or as a self-employed activity and will only be taken into account

if it:

- constituted genuine and effective work;
- was remunerated (see exception below);
- involved a subordinate relationship or the supply of a service; and
- is subject to the following conditions:
 - **traineeships:** as stated above, only if remunerated;
 - **compulsory military service:** military service completed before or after the required diploma for a period not exceeding the statutory duration in your Member State;
 - **maternity/paternity/adoption leave:** if covered by an employment contract;
 - **doctorate:** for a maximum of three years, provided the doctorate was actually obtained, and whether or not the work was remunerated; and
 - **part-time work:** calculated pro-rata on the basis of the number of hours worked; e.g. half-time for 6 months would count as 3 months.

4. LANGUAGE ASPECTS OF THIS SELECTION

Candidates are invited to choose in their application form which language is their Language 1 (L1). Please note that the language you choose as L1 can be different from your mother tongue, as long as you comply with the knowledge requirements set out in point 3.2.

Language 2 must be English or French

This selection is being organised to meet the needs of the **Directorate-General for Human Resources and Security (DG HR)** in the field of security and, in particular, in close protection operation. The candidates whose name will be placed in the list of aptitude, and who will be recruited, are required to have a satisfactory knowledge (minimum B2 level) of **English or French**.

English and French are the two main languages used in DG HR to carry out analytical work, to communicate with external stakeholders and to draft publications, reports and legislative proposals. Members of staff at DG HR also draft briefings and speeches in these two languages. These two languages are on an equal footing when it comes to use for communication between staff members at DG HR, internal meetings or internal training sessions.

As regards the Security Directorate of DG HR, **English** is used on the main to conduct close protection operations, including with the stakeholders involved in the operations, both internal (Protocol service, other HR.DS entities) and external (Member States' and Third Countries' specialised police and protection services). Close protection operations are conducted mostly in **English** across the world as a standard practice (see European Network for the Protection of Public Figures at European level and Association of Personal Protection Services); when communicating with protection services worldwide, English is the agreed working language. In 2019, the (nearly daily) communication with other protection services to coordinate missions was conducted at 100% in English. The communication with the other EU institutions in this field is also conducted in English.

This choice is service-oriented and, consequently, a successful candidate not fulfilling this requirement would not be immediately operational.

5. CONDUCT OF THE PROCEDURE

5.1. Preselection

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, and, if necessary, assisted by one or more examiners serving in an advisory capacity, will carry out a pre-selection based on qualifications as well as on the candidates' knowledge of languages.

For this purpose, the selection committee will use the following weighting to mark the candidates:

1. Experience	70%
2. Languages	30%

At this stage of the pre-selection of candidates, **the selection committee will check the candidates' proven experience of the following activities:**

- Experience in leading close protection and security teams or mission critical operations globally where 24/7 availability is required;
- Demonstrated experience in the human resources aspects of security staff management (recruitment, performance management, complaints procedures, overtime management, etc.);
- Outstanding client service and communication skills, in particular ability to make convincing oral briefings to staff and management and ability to write clearly in technical and non-technical formats;
- Experience in change management and scaling organisations in an international organisation;
- Solid knowledge in the areas of emergency/crisis management, physical security, critical incident, stress management, risk management and business resilience;
- Experience in other security domains, e.g. technical security including video surveillance, access control, incident management systems and security operations centre;
- Knowledge of English.

The selection committee will rank the candidates by descending order of the marks obtained in the pre-selection stage and proceed to check the eligibility of the preselected candidates taking into account the requirements set under Point 3 of the present call for expressions of interest.

You will be invited to participate in the next step of the selection procedure (see Point 5.3) if you have obtained one of the highest marks in the pre-selection and if you are eligible. A maximum of 2 times the number of successful candidates sought will be invited to the next stage of the procedure. Where a number of candidates tie for the last available place, they will all be invited.

If applicable, the preselected candidates will have to provide the official supporting documents proving the information given in the application form and in the application letter.

The letter of invitation to the interview and the written test will set out the arrangements for both submitting these documents and the organisation of those tests. If the required documents are not submitted within the deadline, the application will be considered null and void.

5.2 Verification of eligibility

The eligibility requirements set out in part 3 above will be checked against the data provided in the application files. The selection committee will check whether you meet all the eligibility criteria. Only candidates who meet all the eligibility criteria will be admitted to the selection stage.

The selection committee checks eligibility in descending order of the marks obtained at the pre-selection stage until the number of candidates accepted reaches **a maximum of twice the number of successful candidates**. The other files will not be examined.

5.3. Selection

The selection will include the following steps:

- **a written test in L2** to assess the skills of the candidates, in particular: **a)** analysis and problem-solving; **b)** quality and results; **c)** prioritising and organising; and **d)** written communication and **e)** knowledge in relation to the duties described in point 1. Candidates will choose one of **two topics** related to the duties described under point 1.
- **an interview in L2** to assess motivation and skills, in particular: **a)** analysis and problem-solving; **b)** quality and results; **c)** learning and development; **d)** oral communication; **e)** knowledge in relation to the duties described in point 1.

All the practical information relating to the conduct of these tests will be set out in the invitation letter.

Only candidates who have obtained at least:

- **the pass mark of 10/20 in the written test; and**
- **the pass mark of 35/60 in the interview**

will be included on the list of successful candidates, on condition that they fulfil all the other conditions set out in this call.

5.4. List of successful candidates

The selection committee will place on the list of aptitude the names of successful candidates who have obtained all pass marks as well as the highest combined marks for the written and oral tests out of 80, within the limit of the number of successful candidates sought in the selection. Where a number of candidates tie for the last available place, they will be placed on the list of aptitude.

The names of the successful candidates will be listed in alphabetical order.

The list of successful candidates will be **valid for 2 years from the date the selection committee draws it up**. The period of validity of the list may be extended.

Pursuant to Article 10(2) of the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information^[1], all individuals whose duties may require them to have access to the EU classified information shall be security authorised to the relevant level (EU SECRET) before being granted access to such EU classified information.

^[1] Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53.

Therefore, successful candidates of this selection are understood to be prepared to undergo security clearance procedure under the Commission Decision (EU, Euratom) 2015/444.

The security clearance procedure is carried out by a National Security Authority of the Member State of the candidate's nationality. The security clearance procedure may vary considerably between Member States. Applicants are advised to inform themselves about the procedure before applying to this selection.

6. APPLICATIONS

Candidates must provide **the following documents in their application file, grouped in one pdf document:**

- application form duly **completed**;
- application letter, **drafted in L1**;
- a copy of an official document proving citizenship (identity card or passport), **in the original language**;
- a copy of the diploma(s) or certificate(s) of the required level of education, **in the original language**;
- employment certificates proving the length of the declared 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 (**in the original language**).

Final acceptance of the application is subject to presentation of the requisite supporting documents. **If the documents are not received by the deadline stipulated, the application will be excluded.** Locked or password protected documents are not accepted.

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 10 working days before the deadline expires**, via the functional mailbox at the following address:

HR-SELECTION-TA-SECURITY PROTECTION-2021@ec.europa.eu

The aim is to enable candidates to produce a complete and admissible dossier by the deadline.

Successful candidates who are to be offered a job will, at a later date, be required to produce the originals of all the required documents for the purpose of recruitment.

Completed applications, accompanied by an application letter and all the required documents, must be submitted via the functional mail box:

Candidates should use also this functional mailbox for all correspondence with the selection committee and for any requests for information.

The closing date for the submission of applications is 22 March 2021 at 12.00 (midday) Brussels time.

7. ADDITIONAL INFORMATION

This notice of selection is published in the 24 official languages of the European Union on the websites of DG HR and 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 procedure.

Communication between the secretariat of the selection committee and the candidates will be in one of the languages that they have declared in their application form at B2 level or higher.

8. REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to every stage of a selection procedure, please note that all the proceedings of the selection committee are covered by the confidentiality requirement laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

□ Request for review

Within 10 calendar days of the date of notification of the decision, you can send an **email** to:

HR-SELECTION-TA-SECURITY PROTECTION-2021@ec.europa.eu

Your request will be forwarded to the Chair of the selection committee and you will receive a reply as soon as possible.

□ Appeal

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. **One single copy** of the complaint should be sent in **one of the following ways**:

by **e-mail**, preferably in .pdf format, to the functional mailbox HR MAIL E2

(HR-MAIL-E2@ec.europa.eu) or

by **post**, to the following address:

European Commission,
Office SC11 4/001
B-1049 Brussels or

handed in at the office address SC11 4/001 (rue de la Science 11, office 4/001)
from 09.00 to 12.00 and from 14.00 to 17.00.

The three-month-time limit for initiating this type of procedure (see Staff Regulations <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from=EN>) starts to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the Appointing Authority does not have the power to amend the decisions of a selection committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless the rules which govern the proceedings of selection committees have clearly been infringed.

❑ **Complaint to the European Ombudsman**

Like all citizens of the European Union, you can make a complaint to:

European Ombudsman

1 avenue du President Robert Schuman
CS 30403
F-67001 Strasbourg Cedex

<https://www.ombudsman.europa.eu/en/home>

Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging administrative complaints or for submitting judicial appeals.

Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, **any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. For the procedure to be followed, please see: <https://www.ombudsman.europa.eu/en/make-a-complaint>**