**COM/TA/DIGIT/18/AD13/BRUSSELS**

**SELECTION OF TEMPORARY STAFF**

**FOR DIRECTORATE-GENERAL for Informatics (DIGIT)**

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The European Commission is organising an external selection procedure to fill the post of HEAD OF UNIT for the Computer Emergency Response Team for the EU institutions, bodies and agencies (CERT-EU).

The CERT-EU is based in Brussels and enhances the security of the information and communications technology infrastructure of all EU institutions, bodies and agencies. It supports incident prevention, detection, mitigation and response by acting as their cyber-security information exchange and incident response coordination hub. In agreement with the other EU entities, the Commission’s Directorate-General for Informatics (DIGIT) provides the administrative infrastructure for CERT-EU.

1. **NATURE OF DUTIES**

The Head of unit of CERT-EU is entrusted with the organisation of the work of a team of highly qualified IT security experts.

He/She will operate in close cooperation with the technical teams of the constituents and under the supervision of an interinstitutional steering board.

The successful candidate will cooperate with the CERTs of the EU Member States, actively participate in international CSIRT communities and make use of tools and services provided by specialised commercial suppliers.

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1. **TYPE AND DURATION OF CONTRACT**

The successful candidates may be offered a temporary contract under point (b) of Article 2 of the Conditions of Employment of Other Servants (CEOS)[[1]](#footnote-1) of the European Union in accordance with the Commission Decision of   
16 December 2013 on policies for the engagement and use of temporary agents[[2]](#footnote-2). 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 of 16 December 2013 on the maximum duration of recourse to non-permanent staff (seven years over a twelve-year period)[[3]](#footnote-3).

**PLACE OF EMPLOYMENT** Brussels, Belgium

**LEVEL** AD13

1. **ADMISSION CONDITIONS**
   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.

* 1. **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 at least three years attested by a diploma and appropriate professional experience of at least one year.

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 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.

**Management experience:**

The successful candidate will have proven management experience of large teams and more in particular:

* Ability to lead and motivate a multidisciplinary and multicultural team of qualified staff in a sensitive environment;
* Ability to define and focus on priorities, follow-up and evaluate work in order to meet the objectives, in collaboration with the unit and management team;
* Ability to recruit and motivate colleagues who will contribute fully to the achievement of the objectives of the unit and Directorate;
* Proven experience in team management function, involving the management of human and financial resources.

**Specific experience:**

The selected candidate will be an outstanding and dynamic professional who should fulfil the following criteria:

* A completed university education, preferably in the field of cybersecurity, information security or information and communication technology with a security component.
* Familiarity with CSIRT communities like TF-CSIRT, FIRST, etc.;
* Ability to exhibit tact, diplomacy and empathy at all levels within the team and its customer organisations
* Good communication skills and service-oriented attitude
* Excellent personal skills
* Ability to work under pressure and maintain a professional demeanour while managing his/her responsibilities.
* Awareness of the public relations implications of the role
* Experience in managing the deployment of tools for IT Security situational awareness, like sensor networks, etc.
* Experience in managing the deployment of tools for data collection, analysis and/or visualisation
* Work experience in a multicultural environment.

**Assets:**

1. Proven professional experience gained in a Security Operational Centre (SOC) or CSIRT, especially in the operational management of incident handling services
2. Proven experience in threats analysis;
3. Good knowledge of the EU institutions, bodies and agencies.

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.

**Communication and negotiation:**

* Ability to communicate to both operational and political audience;
* Ability to lead discussions and obtain optimal results while maintaining good working relations with all parties concerned.

**Interpersonal relations:**

* Ability to act efficiently and with courtesy with all contact persons and colleagues, thereby establishing strong working relationships;
* Ability to maintain a spirit of cooperation with the Security Directorate and with other Commission services;
* Discretion, dynamism, resilience and ability to work under pressure while delivering results.

**Administration, finance and control:**

* Ability to define budget needs and to manage contracts/procurements as well as the budget of a Unit.

**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.

1. **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-AMC-SC11-DIGIT-TA-APPLICATIONS@ec.europa.eu**](mailto:HR-AMC-SC11-DIGIT-TA-APPLICATIONS@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.

1. **APPLICATIONS**

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

**[HR-AMC-SC11-DIGIT-TA-APPLICATIONS@ec.europa.eu](mailto:HR-AMC-SC11-DIGIT-TA-APPLICATIONS@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 is 19/02/2018 at 12:00 (midday, Brussels time).**

1. **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.

1. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20160101:en:PDF [↑](#footnote-ref-1)
2. <http://ec.europa.eu/civil_service/docs/at_decision_en.pdf> [↑](#footnote-ref-2)
3. <https://myintracomm.ec.europa.eu/staff/EN/talent-management/staff/Pages/7-years-rule.aspx> [↑](#footnote-ref-3)