



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

The Commission is organising a selection procedure to constitute a list of aptitude of:

- At least 30 successful candidates in order to engage temporary agents at level AST-SC within the **SECURITY DIRECTORATE** of Directorate General for Human Resources and Security (DG HR) in the security field Close Protection (CP)

Close Protection Officer (CPO) (Reserve list)

Date of Publication:	03/04/2020	Deadline for applications:	15/05/2020 11:59 a.m. (UTC+2)
Type of Contract:	Temporary Agent (TA)	Function Group / Grade:	AST/SC 1-4 (depending on candidate's work experience and education)
Place of employment ¹ :	Brussels, Belgium		
Contract Duration ² :	(31 st OCT 2024), with possibility of renewal	Desired Start Date:	As soon as possible
Organisational Department:	Security Directorate	Unit:	DS.1 - Operations
Number of vacant posts to be filled:	30 posts and establishment of a reserve list	Possible reserve list valid until:	31/12/2021 (with possibility of extension)
Level of security clearance ³ :	Secret UE/Secret EU	Vacancy reference number :	CPO_RES_2020_2

¹ The **place of employment** of the Staff Member shall be at the offices of the HQ in Brussels, Belgium, subject to changes in the interest of the service. There are nevertheless missions to be carried out on a regular basis.

² **Contract duration:** The contract is linked to the mandate of the College of the European Commission (EC), regardless the entry date of the Staff Member. The regular mandate of the College lasts five years. The contract can be renewed.

³ The successful candidate must hold a valid personnel **security clearance** at the above defined EU level or be able and willing to apply for a security clearance immediately after the contract award. The procedure for obtaining a personnel security clearance will be initiated on request of the employer only, and not by the individual candidate.

1. NATURE OF DUTIES

We are looking for highly motivated, qualified and experienced security personnel from EU Member states to fulfil close protection and in-house security tasks as described below, with the following profile:

- Close Protection Officer (CPO)

The successful candidates will contribute to the work of DG HR.DS in the following areas:

The Security Directorate of the European Commission (EC) is responsible, amongst other tasks, for the protection of the Commission's College members (VIPs) based on personal threat assessments. Some of them benefit from permanent protection (24/7), whilst others are protected on specific occasions only.

The Security Directorate ensures close protection for EC VIPs around the world. In this framework the duties of a CPO include travelling to EU Member States and third countries (including difficult environments in high risk countries and remote areas), and executing both close protection tasks as well as liaising duties.

Furthermore, the Security Directorate performs in-house security tasks, consisting of protecting high-level visitors to EC premises, and the security of special events organised by the EC on or outside its premises.

The VIP close protection sector is organised in teams under a dedicated operational management structure.

Successful candidates will work as CPOs in one of the teams on a shift system basis, carrying out both VIP close protection and in-house security duties.

2. TYPE AND DURATION OF CONTRACT

The successful candidate(s) may be offered a temporary contract under point (c) of Article 2 of the Conditions of Employment of Other Servants of the European Union (CEOS)⁴ in accordance with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents⁵.

The contract is linked to the mandate of the College, regardless of the entry date of the successful candidate. The mandate of the College lasts 5 years. The contract can be renewed beyond its foreseen end date (31st October 2024).

⁴ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01962R0031-20180101&from-EN>

⁵ https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commission-decision-temporary-agents-c-2013-9049-en.pdf

PLACE OF EMPLOYMENT

Brussels

LEVEL

AST-SC (as an indication, the basic monthly starting salary is 2 345,84 EUR)⁶

3. ELIGIBILITY AND SELECTION

3.1. General conditions

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

- be a national 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;
- a clean criminal record and enjoy full rights as a citizen of an EU Member State.

The European Union's 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. Minimum language requirements

Candidates must have an advanced level of English (both orally and in writing) and be proficient in an additional EU language.

3.3. Selection specific criteria

3.3.1. Diplomas

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

- Post-secondary education of **at least 1 year** attested by a diploma directly related to the nature of the duties (issued by a police academy, a military academy or an intelligence college)
 - **or**
- Secondary education attested by a diploma giving access to post-secondary education followed by at least 3 years' professional experience directly related to the nature of the duties (police, military or intelligence service)
 - **or**
- Professional training (equivalent to European Qualification Framework Level 4 - http://ec.europa.eu/ploteus/search/site?f%5B0%5D=im_field_entity_type%3A97) **of at**

⁶

https://ec.europa.eu/info/sites/info/files/jobs_at_the_european_commission/job_opportunities/documents/commi-ssion-decision-classification-appointment-engagement-c-2013-8970-en.pdf

least 1 year, followed by **a minimum of 3 years' professional experience**. Both training and experience must be directly related to the nature of the duties.

NB: The years of professional experience mentioned above do not count towards the number of years of professional experience required below.

Only those diplomas shall be taken into consideration that

- have been awarded in EU Member States or
- are attested by a certificate of equivalence issued by an authority of an EU Member State.

3.3.2. Experience

- At least 3 years of experience (not necessarily consecutive) in a close protection unit or a comparable special unit (with CP tasks)

The **professional experience** may have been acquired, for example, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, and will only be taken into account if it

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
 - **voluntary work**: if remunerated and involving similar weekly hours and duration to a regular job,
 - **traineeships**: if remunerated,
 - **compulsory 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 3 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

3.3.3. Other

- B license (mandatory), C license (advantage)

4. CONDUCT OF THE PROCEDURE

4.1 Eligibility check

The eligibility requirements stipulated in the section “Eligibility and selection specific criteria” (title 3) will be checked against the data provided in candidates’ applications.

4.2 Pre-selection

A selection panel, assisted by one or more examiners serving in an advisory capacity if necessary, will carry out a pre-selection based on the qualifications, professional experience and the candidates’ knowledge of languages (see title 3 above).

For this purpose, the selection committee will apply the following weighting for each criterion to rate the candidates:

Qualifications	50/100
Experience	30/100
Languages	20/100

Applications will be examined based on the following criteria:

- Successfully passed recognised Close Protection (CP) training course(s)
- Successfully obtained a law enforcement or military academy education
- Professional experience in close protection operations in war and risk zones
- Professional experience in diplomatic working environments
- Professional qualifications and experience in relevant fields related to the CP domain
- Basic skills to be able to work in an office environment, such as computer skills (MS Office: Excel, Word, PPT, Outlook) and related tasks (such as drafting a report to line management)

The following criteria will be considered as advantageous:

- Any instructor competences, related to the CP domain (shooting, medical, close combat, tactics, communication, driving in protection)
- Knowledge of French and/or Dutch

4.3. Selection procedure

Candidates, whose applications rank among the best qualified in the pre-selection stage, may be contacted via VTC (video teleconference e.g. Skype or equivalent).

During this first interview, the selection panel will examine each candidate's profile and will assess his/her suitability for the post. The interview will be carried-out in English.

The best suitable candidates who have successfully completed the pre-selection stage will then be invited to Brussels for:

- **tests conducted in English** to assess their technical skills in the following domains:
 - Shooting skills and knowledge in weapon handling (both side arms and long rifles);
 - Advanced medical skills, equivalent to TCCC (Tactical combat casualty care) or PHTLS (Pre-hospital trauma life support)
 - Skills in self-defence and VIP close protection related defence skills;
 - Physical, psychological, tactical ability and condition to be able to intervene in crisis and emergency situations (annual testing is part of the job requirements).

- **an interview in English**, in order to assess and compare objectively and impartially respective qualifications and professional experience in one of the fields of expertise sought, as set out in this notice of selection;

The interview aims at assessing the candidates' communication skills, the capability to express oneself properly towards colleagues and line management and also basic knowledge of protocol procedures necessary in a diplomatic environment.

This assessment stage will take up to 4 days. Accommodation and some meals will be provided. Candidates who are invited to this stage of the selection will be requested to furnish:

- Relevant diplomas and/or certificates

More detailed information will be provided prior to the interview and practical tests.

Candidates are entitled to a contribution towards travel and subsistence expenses in line with the rules on financial contributions towards travel and subsistence expenses for persons invited to tests organised as part of a competition or selection procedure, or to an interview or medical examination.

4.4. List of aptitude of successful candidates

The list of aptitude of successful candidates will be drawn up by the selection panel and will be valid until 31 December 2021. Its validity may be extended. However, inclusion on the list does not guarantee recruitment.

5. APPLICATIONS

Candidates must provide the following **documents in their application file**:

In the **subject line of your email**, you mention "**Surname, Name, and Vacancy Reference Number**".

The following uploaded documents **must be** in **separate pdf. files**:

1. **CV** containing the requested information mentioned above (i.e. clear mention of experiences with dates of beginning and end)
2. **motivation letter drafted in English**;
3. copy of an **official document proving citizenship** (identity card or passport), **in original language**;
4. copy of the relevant **diploma(s) or certificate(s)** of the required level of education, in **original language**;
5. **employment certificates** proving the length of professional experience. These documents must clearly indicate the start and end date and continuity of each period of professional experience relevant for this selection procedure.
For this purpose, candidates should ideally produce employment certificates from their former and current employer(s). 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 **original language**).
6. **copy of driving licence(s)**;
7. **copy of a clean criminal record.**

All these 7 required documents must be submitted via the email address:

EC-VIP-CLOSE-PROTECTION@ec.europa.eu

If these documents are not received correctly by the deadline stipulated, the application will be deemed null and void.

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

The closing date for the submission of applications is 15 May 2020.

Final acceptance of the application is subject to presentation of the requisite supporting documents.

In order to facilitate submission of a complete and eligible application file, candidates in doubt about the nature or validity of the documents to be presented are requested to contact the selection committee's secretariat at least 10 working days before expiry of the deadline by addressing an e-mail to the functional mailbox:

EC-VIP-CLOSE-PROTECTION@ec.europa.eu

6. ADDITIONAL INFORMATION – WORKING CONDITIONS

In the interest of the service selected candidates should be ready to work outside office hours, travel long distances, do overtime and to keep in stand-by ('on call').

SEE ANNEX A FOR ADDITIONAL INFORMATION CONCERNING (next pages)

- REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN – DATA PROTECTION

ANNEX A

REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPEAN OMBUDSMAN – DATA PROTECTION

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 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, the following action can be taken:

□ Request for review

Send an email to:

EC-VIP-CLOSE-PROTECTION@ec.europa.eu

within 10 calendar days from the date of notification of the decision.

Your request will be forwarded to the selection committee's chairperson 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 by 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 office 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=FR>) 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.

□ Complaint to the European Ombudsman

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

European Ombudsman

1 avenue du Président Robert Schuman
CS 30403

F - 67001 Strasbourg Cedex

<https://www.ombudsman.europa.eu/media/en/default.htm>

Note that complaints submitted 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.

Also note 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, please check**

<https://www.ombudsman.europa.eu/en/atyourservice/secured/complaintform.faces>

INFORMATION ON THE PROTECTION OF PERSONAL DATA UNDER A TEMPORARY STAFF SELECTION PROCEDURE

Personal data supplied by candidates under this selection procedure are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32001R0045:en:HTML>).

Articles 11 and 12 of the Regulation require the Selection, Recruitment and End of Service Unit of the Directorate-General HUMAN RESOURCES AND SECURITY (hereunder "DG HR") to provide candidates with the following information.

Identity of the controller: The Head of Unit HR.DDG.B1 "Selection, Recruitment and End of Service".

Purposes of the processing operation: To help the Directorates-General (hereunder "DG") organise a selection procedure for temporary staff to constitute a list of successful candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

Recipients of the data: The selection committee processes the candidates' files (which include identification data as well as admissibility data) the reasoned report and the list of successful candidates, without storing them. The DG concerned processes and stores the candidates' files (including not selected candidates), the reasoned report and the list of successful candidates. DG HR services store the successful candidates' files, the reasoned report and the list of successful candidates.

Right of access and right to rectify the data: Candidates can send an email with a copy of an identity document to HR.DDG.B1 (HR-B1-SELECTIONS-RESERVE-LISTS@ec.europa.eu) to indicate any changes to their personal data. If they wish, candidates can obtain a copy of their personal data as recorded by HR.DDG.B1 by sending an email with a copy of an identity document to the above functional mailbox. Aggregated results on the selection can be provided at the request of the candidate.

Data concerned:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.
- Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting

documents, in particular diplomas and professional experience). Data on admissibility criteria cannot be changed after the closing date of application. The right of rectification cannot be exercised after the closing date of applications' submission.

- Individual information given to each candidate on the various stages of the selection process.
- Some data related to gender and nationality, aside from identification purposes, might be processed on the basis of the EC's policy and internal decision.

Legal basis:

- Conditions of Employment of Other Servants of the European Union, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council as last amended by Regulation (EU, Euratom) No 1023/2013 of the EP and of the Council of 22 October 2013.
- Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

Date of launch of the processing operation: Submission date of application.

Duration of data storage: files of successful candidates are stored by Unit HR.DDG.B1 until they are recruited by the Commission, Selection files are destroyed and replaced by personal files upon recruitment of the respective candidate. Where successful candidates are not recruited, their selection files are stored by Unit HR.DDG.B1 for five years after closure of the selection procedure. All other selection files are stored by the respective DG until the deadline for appeal has expired following the publication of the list of successful candidates.

Candidates may at any time have recourse to the European Data Protection Supervisor (edps@edps.europa.eu).