

Notice of vacancy CONS/TA-AD/160

GENERAL INFORMATION	
Department	ORG.5.A.S1: Risk Management and Business Continuity Planning
Place of work	Brussels
Title of post	Administrator/Expert in Intelligence work
Function group and grade	Temporary staff – AD 8 (2 posts)

DEADLINE FOR APPLICATIONS	8 June 2020 - 13.00 (Brussels time)
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1. WHO WE ARE
<p>The Safety and Security Directorate (DSS) acts on behalf of the Secretary-General of the Council in his capacity as security authority of the General Secretariat of the Council (GSC).</p> <p>Within the DSS, the Security Strategy and Business Continuity Unit deals with:</p> <ul style="list-style-type: none">- security risk management;- business continuity and crisis management;- security engineering;- access policy;- security clearances;- horizontal issues related to the Safety and Security Directorate (audits, multi-annual budget planning, procurement procedures). <p>Within the unit, the Risk Management and Business Continuity Planning Sector performs the full range of tasks connected to the management of security threats and risks.</p> <p>We deal with business continuity and crisis management, investigations, open source and social media intelligence, security risk management, threat assessments, counter-intelligence activities.</p> <p>We provide senior management with risk assessments and advice about security measures.</p>

2. WHAT WE OFFER

We are offering two challenging posts in the Risk Management and Business Continuity Planning Sector in a field that forms part of the cross-cutting security priorities of the General Secretariat of the Council.

You will assess security threats which require high-level expertise in counter-espionage and counter-terrorism. You will draft reports and provide information about security threats. Your regular contributions, assessments and advice will be important for evaluating and adjusting our security measures.

Your line manager will be the Head of Sector. In the Sector we are flexible and pragmatic about the organisation of our work. You will therefore have considerable freedom to organise your own work and you will operate in close cooperation with other colleagues, experts and operational security staff, inside and outside the Sector, the unit and the directorate. You will in particular work, on a daily basis, with the Head of the Investigations Office (part of the Risk Management and Business Continuity Planning Sector), with the security investigators for investigations and threat assessments and with the OSINT (Open Source Intelligence) specialists within the Sector. You will also cooperate with the other security units, particularly colleagues from the DSS operational security branch and Infosec, the Network Defence Centre and with security services from other EU institutions and from host states and Member States.

You may also be required to report directly to the Head of Unit and/or the Director. This is decided on as necessary, according to the type of file concerned (e.g. investigation, assessment, project).

Successful candidates may be offered contracts as temporary staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants (CEOS)¹.

3. PURPOSE OF POST

The successful candidate will:

- identify, assess and map security threats, including espionage and terrorism;
- organise activities and projects to ensure the security of persons, property, sensitive and classified information;
- raise awareness in the field of security threats and risks;
- coordinate and liaise with the intelligence and security services of other EU institutions, host states, Member States and other organisations.

4. TASKS

The successful candidate will work under the authority of the Head of Sector. His or her tasks will include:

- identifying and analysing security threats to the Council's interests and activities;
- drafting reports on specific security threats and contributing to a monthly security threat assessment;
- gathering, analysing and evaluating intelligence for these purposes;
- identifying risks of compromise and the relevant specific counter-measures to be put in place;
- contributing to security investigations;
- contributing to the planning and development of projects and policies in the field of security and counter-espionage, insider threats, and the guidelines necessary for their implementation;
- coordinating the implementation of counter-measures;
- monitoring the implementation of policies and guidelines on security and counter-espionage;
- setting up, coordinating and maintaining relations with the objective of collecting relevant information relating to security threats from EU institutions, host states and Member States;
- providing briefings to VIPs, close protection teams, security operations, staff going on missions to high risk destinations and other staff in general (for instance for security-awareness raising purposes);
- contributing to organising training activities in the area of security of persons and assets, including sensitive or EU classified information.

¹

Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 – <http://eur-lex.europa.eu>.

5. WORKING ENVIRONMENT

Workplace: Justus Lipsius, Europa and Lex buildings.

Presence may be necessary outside normal working hours, depending on the requirements of the directorate.

Some events may take place outside Brussels.

6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission, at the time of applying:

6.1. General conditions

- be a national of a Member State of the European Union²;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved.

6.2. Specific conditions

(a) Education

- 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 attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

(b) Professional experience

- at least 10 years' professional experience in the field of counter-intelligence and/or counter-terrorism in a Member State's Intelligence/Security service, with recent experience of security threat assessment, investigations and inquiries in the field of counter-espionage, terrorism and related fields, acquired after obtaining the qualifications mentioned in 6.2(a).

The applicable provisions of the Staff Regulations provide that officials may be appointed only on condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of any candidate who cannot produce such references.

²

The UK Withdrawal Agreement does not equate UK nationals to Member State nationals during the transition period; UK nationals with a single nationality will have third country national status as per Article 127(7)(c) of that Withdrawal Agreement, and therefore they may not take part in this selection process.

7. SELECTION CRITERIA

7.1. Essential

- have experience in carrying out operational work (i.e. investigations) as part of security and intelligence duties, as well as analysis work, including:
 - 1) assess threat actors, their capabilities and motivation and the effectiveness of security threat mitigations;
 - 2) provide advice on mitigation measures;
 - 3) monitor and analyse the global security situation and global security trends;
 - 4) collect and analyse information very quickly in order to provide real time security advice and threat assessments to operational security teams (i.e. the President's close protection team) or to GSC staff on mission and provide real time advice about acute security threats in Europe and abroad;
- have strong teamwork skills for close cooperation with other security colleagues, including the Security Investigation Team, OSINT experts and colleagues from other departments and organisations;
- have a good knowledge of the activities of the European institutions in the field of security and counter-espionage and an excellent knowledge of European intelligence structures and security services;
- have a professional network for security threat assessment;
- have the ability to give briefings to various audiences, including high-level managers;
- be discrete in handling sensitive and confidential information;
- know how to process classified information;
- have good decision-making skills and excellent judgment in critical security situations, as well as good multitasking skills;
- be versatile, well-organised and able to prioritise and to take initiatives;
- be conversant with computers and office technology;
- in the interests of the service and in order to be able to communicate effectively with individual colleagues and counterparts, the administrator must be able to express himself or herself fluently in English and well in French. In order to be able to draft analyses, reports and presentations on broader security issues, the administrator must be able to write well in English.

7.2. Advantageous

- knowledge of another official language of the European Union³;
- knowledge of any other language useful in the context of the assessment of security threats.

8. OTHER CONDITIONS TO BE FULFILLED UPON RECRUITMENT

The duties to be performed require security clearance allowing access to classified documents (up to EU TOP SECRET level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2013/488/EU of 23 September 2013. This security clearance must be obtained from the national competent authorities before taking up employment at the GSC.

³ The official languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

9. SELECTION PROCEDURE

9.1. Online registration

You may apply online through the EU CV Online system (https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/). To be able to apply online via the EU CV Online database, you must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, you may apply for this vacancy. Applications must be in English or in French. You are advised to fill out all relevant fields of the application.

Before applying, you should check carefully whether you meet all the eligibility requirements (see section 6).

No supporting documents are required at this stage – these will be required later if you are invited to an interview (see section 9.4).

On completion of your online registration, you will receive a registration number on screen, which you must note down. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered. An acknowledgement of your application will be sent to the email address indicated in your application. It is your responsibility to make sure that you provide the correct email address.

Only applications submitted through EU CV Online will be taken into consideration.

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have further questions, please contact the Temporary Staffing Services Office of the Council of the EU via temporary.staffing.requests@consilium.europa.eu, clearly mentioning the reference number of the call for applications, your registration number and the nature of your request.

9.2. Selection committee

In order to assist the authority empowered to conclude contracts of employment in making its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards and committees are confidential and it is forbidden for candidates to make any attempt to contact a board member. The authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

9.3. Admission to the selection procedure

By submitting your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility requirements described in section 6 on the basis of the information provided by the candidates in their applications. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. The most suitable candidates for the post will be invited to take part in the assessment phase. Only shortlisted candidates will be contacted.

9.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their applications. The interviews will be held in Brussels.

Candidates invited will be requested to submit, on the day of the interview, a copy of their diploma(s) and supporting documents of their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

9.5. Assessment phase

The interview will enable the selection committee to carry out an assessment of the candidate based on the selection criteria described in section 7. The interview will be conducted in English and French.

9.6. Verification of documents and scrutiny

The applications of candidates who have passed the assessment phase successfully will then be checked by the selection committee against the supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the required supporting documents.

9.7. Reserve list

The best candidates will be placed on the reserve list. Prior to being offered a post, candidates on a reserve list may be interviewed again by the recruiting department.

Candidates should note that their inclusion on the reserve list does not imply any entitlement to employment.

10. EQUAL OPPORTUNITIES

The GSC is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with reasonable accommodation arrangements at the workplace (Article 6 of the Secretary-General Decision No 12/2019 implementing Article 1d(4) of the Staff Regulations as regards reasonable accommodation arrangements for persons with disabilities and establishing the procedures for the handling of requests). A request for reasonable accommodation can be also submitted during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (equal.opportunities@consilium.europa.eu) for further information.

11. RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1 to this notice.

12. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

13. APPROXIMATE TIMETABLE

Deadline for applications: 08/06/2020, 13.00 (Brussels time)

Interviews: from end-June 2020

14. RECRUITMENT CONDITIONS

The maximum duration of the contract will be four years (including a probationary period of nine months), renewable for a further period not exceeding two years. Under Article 8 of the CEOS, 'on the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade AD 8 with a basic monthly salary indicated in Article 66 of the Staff Regulations, in force at the time of recruitment⁴.

In addition to the basic salary, the member of the temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

Candidates are informed that if they are selected, they may carry on an outside professional activity subject to the following conditions:

- the sole aim of the activity must be to maintain one or more of their professional qualifications;
- in accordance with Article 11⁵ of the Staff Regulations of officials, the activity must in no way constitute a conflict of interest such as is likely to compromise the duty of independence or loyalty incumbent upon officials; and, prior to recruitment, it must be indicated or declared in the form provided for in the third paragraph of Article 11 of the Staff Regulations of officials;
- once recruited, they must first formally request permission in line with Article 12b of the Staff Regulations of officials;
- they must comply with the conditions and limits set out in this regard in the GSC's internal rules on outside activities.

⁴ At date of publication, the amount corresponding to grade 8 step 1 in function group AD is EUR 7 072.70. Article 66 of the Staff Regulations applies by analogy to temporary agents by virtue of Article 20 of the CEOS.

⁵ The provisions of Articles 11 to 26a of the Staff Regulations concerning the rights and obligations of officials apply by analogy to temporary agents by virtue of Article 11 of the CEOS.

INTERNAL COMPLAINT – JUDICIAL APPEAL – COMPLAINT TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you are dissatisfied with how your application has been handled, you have the right to complain.

– **Internal complaint**

- If you receive a decision that you are dissatisfied with you may, within three months of the notification of the decision, lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union⁶, to:

Council of the European Union
Legal Advisers to the Administration Unit, ORG 1.F
Rue de la Loi/Wetstraat 175
B-1048 BRUXELLES/BRUSSEL
email address: legal.advisersHR@consilium.europa.eu

Replies to such complaints are given in writing by the authority empowered to conclude contracts of employment within four months of the receipt of the complaint. However, if your complaint arrives sufficiently early, it may be possible to have the advisory selection board review the decision that is the subject of your complaint and to reply to you on that basis.

– **Judicial Appeal**

- If you are dissatisfied with the reply you receive from the authority empowered to conclude contracts of employment under the internal complaints procedure, you may submit a judicial appeal under Article 91 of the Staff Regulations to:

General Court of the European Union
Rue du Fort Niedergrünwald
L-2925 Luxembourg
www.curia.europa.eu

– **Complaint to the European Ombudsman**

After having exhausted all the possibilities for redress at the GSC, in particular the internal complaints procedure under Article 90(2) of the Staff Regulations, then like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman – BP 403
F-67001 Strasbourg Cedex
www.ombudsman.europa.eu

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities No L 113 of 4 May 1994.

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

⁶ Article 90(2) of the Staff Regulations applies by analogy to temporary agents by virtue of Article 46 of the CEOS.

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Conditions of Employment of other Servants and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (DG ORG 1), Staffing and Mobility Unit (DGORG 1.A), and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the Temporary Staffing Services and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the results of the selection on behalf of the selection board.

The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- For non-shortlisted candidates: two years
- For successful candidates: for the duration of the reserve list

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the office for Temporary Staffing Services at temporary.staffing.requests@consilium.europa.eu

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

Equal Opportunities in the General Secretariat of the Council (GSC)

The General Secretariat of the Council is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, the GSC is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities and from the broadest possible geographical basis amongst the EU Member States.

The main aims of the GSC's Equal Opportunities policy are to:

- achieve a balanced representation of men and women. The GSC encourages applications from women, especially for management posts, where they are currently under-represented;
- improve accessibility of the working environment and ensure that it is inclusive. Reasonable accommodation arrangements for staff with disabilities can be provided unless they would impose an undue burden on the resources of the institution. Assistance can be provided to persons with disabilities during the recruitment procedure;
- ensure that human resources and personnel management policies respect the principles of equality and non-discrimination;
- protect staff from harassment at work;
- reconcile professional and private life. The GSC offers a comprehensive package of flexible working measures, including telework, individual working time and the possibility to take parental leave in accordance with the Staff Regulations. The GSC has a crèche for children from 0-4 years. After-school care and holiday-time facilities are organised by the European Commission and open to children of GSC staff.

For further information, send an email to equal.opportunities@consilium.europa.eu
