

EEAS Call for Expression of Interest
Security Assistant
RM.SECRE.2 Division - HQ Security and EEAS Security Policy

EEAS Call for Expression of Interest for the recruitment of one Temporary Agent under Article 2(b) of the Conditions of Employment of Other Servants (CEOS)

WE ARE

The European External Action Service (EEAS), which supports the work of the High Representative in defining and implementing an effective and coherent foreign policy of the European Union. The EEAS supports his tasks of conducting the EU's Common Foreign and Security Policy and chairing the Foreign Affairs Council. It also supports the High Representative in his capacity of Vice President of the Commission. The EEAS works in close cooperation with Member States, the Council and relevant services of the European Commission.

The mission of RM.SECRE.2 Division (HQ Security and EEAS Security Policy) is to protect EEAS Staff, visitors, premises and physical assets in Brussels, as well as to protect classified information relevant to the EEAS, by putting in place appropriate security measures and procedures.

WE PROPOSE

Within the RM.SECRE Directorate, the selected candidate will deal with issues related to Headquarters (HQ) & Delegations Technical Security Counter Measures (TSCM) under the authority of the Head of Division (SECRE.2).

The TSCM expert responsibilities include but are not limited to:

- Conducting daily administration, operation and maintenance of TSCM equipment.
- Conducting TSCM services for preventing possible loss of sensitive or classified information in HQ & Delegations.
- Providing detailed reports and briefings for each evaluation conducted.
- Providing research services and advising the Security Directorate on national and international developments in commercial, state-of-the-art technical TSCM technology.
- Reviewing and making recommendations for the design of technical security upgrades based on counter-threat plans, physical security and technical security policies.
- Write technical specification for the procurement of TSCM equipment.
- Supervise the procurement processes for the procurement of TSCM equipment's.
- Working independently or with oversight.

LEGAL BASIS

The vacancy is to be filled in accordance with the conditions stipulated under the Conditions of Employment of Other Servants of the European Union (CEOS)¹, in accordance with EEAS Decision ADMIN(2015) 20 on the engagement and use of temporary agents

The successful candidate will be offered a contract as **Temporary Agent under Article 2(b) of the Conditions of Employment of Other Servants (CEOS) at the grade of AST4**

¹ Staff Regulations of Officials (SR) and the Conditions of Employment of Other Servants of the European Union (CEOS). For reference, see

<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1570023902133&uri=CELEX:01962R0031-20190101>

ELEGIBILITY CRITERIA

Candidates must meet ALL of the following general and specific conditions on the closing date for online applications:

- Be a national of one of the EU Member States and enjoy full rights as a citizen;
- Meet any obligations imposed on him or her by the laws concerning military service;
- Provide the appropriate character references as to his suitability for the performance of his duties;
- Have the capacity to work in languages of the CFSP (English and French, in writing and orally). Both languages are required in the performance of the duties. The command of one language must be at minimum C1 level (Language 1 — thorough knowledge) and the command of the other one must be at minimum B2 level (Language 2 — satisfactory knowledge).
- Secondary education attested by a diploma giving access to post-secondary education, followed by at least 7 years' professional experience directly related to the nature of the duties; OR Relevant professional training followed by at least 7 years' professional experience directly related to the nature of the duties.

SELECTION CRITERIA

Applicants should have:

- professional experience in EU institutions or government organisations or international organisations in dealing with security matters;
- knowledge and/or proven of experience in the key areas of technical security counter measures;
- experience of working in a team in multi-disciplinary and multi-cultural environment;
- have flexibility to undergo missions and flexible working hours;
- have the ability to work in a team, problem solving and organisational skills;
- very good communication skills and experience in handling contacts at different level;
- have good drafting and IT skills e.g. word processing, PowerPoint.

Furthermore:

- experience in the deployment, maintenance, operation, and troubleshooting of TSCM equipment's, cyber-security;
- have an advanced understanding of the Radio Frequency (RF) spectrum, the knowledge and experience to conduct advanced RF signal analysis and locate/identify RF signals of interest;
- have an advanced understanding of telephony (included VoIP and PABX), WI-FI, Bluetooth and GPS, and related risks and countermeasures;
- very good knowledge of oral and written either French or English and a good working knowledge of the other is essential;
- have the ability to work under pressure.

APPLICATION AND SELECTION PROCEDURE²:

The selection procedure will take place in three different and successive steps:

1. Expression of Interest

Expressions of interest should be sent by **e-mail** to the following email address

Bruno.Desloover@eeas.europa.eu

For the purposes of the e-mail application, this post will appear under the **subject** of the email:
"Application Eol-HQ (AST)-TA2b-AST4- RM.SECRE.2- Security Assistant-297753"

Such an expression of interest must be accompanied by

² Your personal data will be processed in accordance with Regulation (EC) 2018/1725. The privacy statement is available on EEAS webpage: http://eeas.europa.eu/data_protection/rights/index_en.htm

-updated Curriculum vitae. Candidates are invited to use the "Europass" CV format (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>) for their applications.

-a letter of motivation (maximum 2 pages) in either English or in French;

Applications may be submitted during the period from 08/10/2021 to **29/10/2021 at 12:00 midday (Brussels time)**. Please note that the only way to submit an application is using the on-line system.

For correspondence concerning the selection procedure, please use the following email address (the e-mail must have in the subject the following title: "**EoI-HQ (AST)-TA2b-AST4- RM.SECRE.2- Security Assistant-297753**")

Bruno.Desloover@eeas.europa.eu

2. Pre-selection

The selection panel will make a pre-selection on the basis of the qualifications and the professional experience described in the CV and motivation letter.

3. Selection

The candidates who have passed the pre-selection step will be invited for an interview so that the selection panel can evaluate these candidates objectively and without prejudice on the basis of their qualifications, professional experience and linguistic skills. Additional specific written or oral tests might be organised by the panel.

EQUAL OPPORTUNITIES:

The EEAS is committed to an equal opportunities policy for all its employees and applicants for employment. As an employer, the EEAS is committed to promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. We aim at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

If pre-selected, candidates with disabilities are invited to contact us in order to accommodate any special needs and provide assistance to ensure the possibility to pass the selection procedure in equality of opportunities with other candidates.

If a candidate with a disability is selected and recruited, the EEAS is committed to appropriate measures in order to accommodate his or her special needs to the working place or working conditions in accordance with Art 1d(4) of the Staff Regulations.

APPOINTMENT:

The selected candidate will be recruited as temporary agents under Article 2(b) of the Conditions of Employment of Other Servants (CEOS), in accordance with EEAS Decision ADMIN(2015) 20 on the engagement and use of temporary agents

The selected candidate will be required to undergo a medical fitness examination in accordance with Article 13 of the CEOS.

Candidates shall have a valid Personnel Security Clearance (PSC) allowing them to access information classified at the level "SECRET UE/EU SECRET" or will be required to undergo the corresponding security vetting in accordance with the EEAS security rules³. In case the successful candidate does not obtain his or her PSC, his or her engagement will be terminated.

³ In accordance with the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 19 September 2017 on the security rules for the European External Action Service, ADMIN(2017) 10, OJ C 126, 10.4.2018, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2018.126.01.0001.01.ENG&toc=OJ:C:2018:126:TOC

In case of positive results on the medical fitness examination and after assessment of the PSC conditions, the candidate will be offered a contract as **Temporary Agent, Grade AST-4⁴** for a duration **4 years** renewable only once for another **2 years**.

All member of the temporary staff shall serve initially a nine-month probationary period in accordance with Article 14 CEOS.

PLACE OF EMPLOYMENT: Brussels, Belgium

POST AVAILABLE: immediately

CONTACT:

Mr Bruno DESLOOVER

Bruno.Desloover@eeas.europa.eu

The closing date for submissions is 29/10/2021 at 12:00 hours (Brussels time).

⁴ The basic salaries offered by the EU institutions are set out in Article 66 of the Staff Regulations. The current level, can be accessed via the link: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:C:2020:428:FULL&from=EN>