

Vacancy Notice to EU Agencies staff for establishing a reserve list

Head of Security and Facilities Sector

Job title:	Head of Security and Facilities Sector
Reference number:	EPPO/2022/INTER/AD/016
Type of contract:	Temporary staff
Function group & grade:	AD 6– AD 8
Place of work:	Luxembourg, LUXEMBOURG
Closing date:	27 September 2022 ¹ 23:59 (CET)

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of Head of Security and Facilities Sector.

The EPPO is a new and fast-growing EU body responsible for investigating, prosecuting and bringing to judgment crimes against the financial interests of the EU. If you are interested in being part of a dynamic multicultural organisation, check out [our website](#) where you will find more information about career opportunities at the EPPO, and living and working in Luxembourg.

1. THE ROLE

As a member of the Security and Facilities Sector, you will provide direction and leadership to the Sector by driving the delivery of the Unit's strategic objectives and priorities.

The Security and Facilities Sector provides the physical security of the EPPO premises, sets the requirements and monitors the physical and technical security of information held or processed by the EPPO and provides a broad range of corporate services linked to the provision, maintenance and support of the EPPO Premises and Facilities. These services range from the provision of office supplies to the organisation of large-scale events and their related

¹ Published on 05 September 2022

missions, catering and interpretation needs. There are currently in the Sector eight staff members.

2. YOUR TASKS AND RESPONSIBILITIES

Reporting to the Head of IT, Security & Corporate Services Unit, your tasks will include, but not be limited to the following:

Main responsibilities for Head of Sector:

- managing the activities described in the paragraph “Organisational Context”;
- Defining, together with the Head of Unit, the strategic priorities and objectives for the Sector, in line with EPPO’s strategic objectives (ref. Single Programming Document);
- Implementing change, including risk analysis, and ensuring transition by actively involving staff in generating and realising innovative ideas;
- Driving processes’ implementation within targeted standards, empowering staff to deliver results executed with due performance monitoring and reporting (KPIs);
- Actively seeking to optimise the use of resources and implementing measures for effectiveness, efficiency and business continuity;
- Encouraging staff engagement and building trust by using open and transparent communication, by giving clear directions and objectives, by providing constructive feedback and by regularly monitoring progress; actively coach the staff to support and promote their development and career plans;
- Enabling cross-domain collaboration, information and knowledge-sharing to enhance the overall efficiency of the organisation;
- Promoting the EPPO’s mission, values, activities, achievements and image in operational activities;
- Lead by example in line with EPPO’s values and leadership principles, demonstrating managerial courage in decision-making, and integrating lessons learnt.

Specific responsibilities for Security and Facilities Sector:

- Managing the physical security of the EPPO premises which is provided by contracted guards;
- Managing the Information Security Framework designed to ensure the Confidentiality, Integrity and Availability of EPPO information, including Secure Non Classified Information and EU Classified Information;
- Managing the provision of corporate services to all EPPO staff.

3. BASIC ELIGIBILITY REQUIREMENTS

To be considered eligible, you must satisfy each of the following basic eligibility requirements by the application's closing date:

- You are temporary agent 2(f) who, both on the closing date for applications and on the day of filling the vacant post, are employed within your current agency or institution in a grade and function group corresponding to the published function group and grade (AD 6 – AD 8);
- You have at least 2 (two) years` service within your current agency or institution before moving. Any decision derogating from that principle shall be taken jointly by the two agencies/institution concerned, having regard to the interest of the service of both agencies/institution;
- You have successfully completed the probationary period provided for in the Article 14 of the CEOS, in the relevant function group.

You must also:

- be a national of one of the Member States of the Union and enjoy full rights as a citizen;
- have fulfilled any obligations imposed by the laws concerning military service;
- produce the appropriate character references as to the suitability for the performance of your duties²;
- be physically fit to perform your duties³; and
- produce evidence of a thorough knowledge of one of the official languages of the EU and of a satisfactory knowledge of another official language of the EU, to the extent necessary for the performance of your duties.

4. SELECTION CRITERIA

The following experience and competencies will be assessed throughout the different phases of the selection procedure.

Please note: *You must provide specific examples of how you meet both the essential and advantageous requirements in the application form.*

- **Essential:**
 - a) Proven understanding/expertise in the core activities of the referenced position as described under the part "Specific Responsibilities";
 - b) Demonstrated experience in leading/managing teams or project teams;
 - c) Demonstrated experience in managing complex, also change related projects;
 - d) Proven ability to transform change initiatives into operational action plans;

² If successful, you will be asked to provide, prior to recruitment, a formal certificate confirming the absence of any criminal record from pertinent authorities.

³ Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 12 (2) (d) of the Conditions of Employment of Other Servants of the EU are met.

- e) Excellent knowledge of English, both written and spoken, at least at level C1⁴; *English, being the working language of the EPPO, will be used during the selection process.*
- **Advantageous:**
 - a) Resource management: Ability to develop effective operational plans and to efficiently allocate resources to reach section's objectives;
 - b) Project & Change Management: Ability to take effective action to enable and implement change in the sector while ensuring staff/stakeholders involvement to shape the organization;
 - c) Formal training in one of the areas described under the part "Specific Responsibilities";
 - d) Experience of a formal risk management methodology.
 - **Interpersonal skills:**
 - a) Managerial Courage: Ability to show full alignment with management decisions and to voice one's opinion by dealing confidently with criticism, pressure and challenges;
 - b) Guiding staff: Ability to encourage staff members' performance by clarifying responsibilities and expectations and by providing direction while considering individual strengths;
 - c) Engaging staff: Ability to positively impact staff member's motivation and development by adopting a participative and appreciative approach;
 - d) Strategic agility: Ability to look at section's activities in a wider perspective and in light of the overall strategy and changing context;
 - e) EPPO's Ambassador: Ability to advice internal and external stakeholders, in line with the EPPO's mission, while building collaborative relations.

5. YOUR SALARY AND BENEFITS

Successful candidate(s) may be offered a contract as a temporary agent of the type 2(f) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS) which ensures continuation of the candidate's employment and career. The contract shall be concluded without interruption of the contract concluded with the agency or institution of origin within the same grade, seniority and step as the preceding contract.

In addition to the basic salary, the following benefits might apply:

- Additional specific allowances (e.g. expatriation, household, dependent child, installation), depending on the individual's family situation and the place of origin;
- Flexible work arrangements (such as flexible working hours, teleworking);
- Training and development opportunities;
- Annual leave entitlement of at least 24 days;

⁴ Cf. Language levels of the Common European Framework of reference:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>



- Maternity/paternity leave and parental leave under certain conditions;
- Sickness and Unemployment Insurance Scheme enabling access to care worldwide;
- EU Civil Service Pension rights after 10 years of service;
- Opportunities for management career development in the EU Public Service.

6. HOW TO APPLY

- 1. Download and fill in the EPPO Application form** – it can be found on our website: <https://www.eppo.europa.eu/how-to-apply>
- 2. Save your completed form as follows:**
SURNAME_Name_Reference number
- 3. Send the completed EPPO Application form, in PDF format, to our Selection and Recruitment team** eu-eppo-recruitment@ec.europa.eu by 27 September 2022.
- 4. In the email subject line, please mention the reference of this vacancy, followed by your surname** (Subject: Reference number_SURNAME)

Please note that the reserve list will be valid until 31/12/2024, and might be extended.

Annex to the Vacancy Notice

1. Application procedure

Please refer to the job description under `Your tasks and responsibilities` for detailed application instructions.

- **Eligibility:** Candidates are required to carefully check, in advance of submitting an application, whether they meet all the eligibility criteria – particularly concerning the professional experience, as well as the probation period.
- **Security clearance:** The candidate must either be a holder of a valid security clearance up to the level of “SECRET UE/EU SECRET” or be willing to undergo the national security vetting procedure (in order to be allowed to perform the job).
- **Language:** All applications must be in English.
- **Application form:** Applications not sent using the EPPO application form will be disqualified and treated as non-eligible, as will incomplete and/or not readable applications and not sent in PDF format.
- **Professional experience:** Part-time work experience will be counted in proportion to the percentage of full-time hours worked; therefore, candidates are requested to indicate the percentage of part-time employment
- **Supporting documents:** e.g. certified copies of degrees/diplomas, references, proof of experience, etc. should not be sent at this stage, but must be submitted at a later stage of the procedure upon request of the EPPO.
- **Application deadline:** The EPPO will disregard any application sent after the deadline. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. The EPPO cannot be held responsible for any delay due to such difficulties.

Please note: Due to the high number of applications received in each selection procedure, only candidates shortlisted for interview will be contacted. All candidates will be informed when a procedure is closed.

2. Selection procedure

1. **Assessment of application:** The applications are assessed by a Selection Board against the eligibility requirements and the selection criteria.
2. **Job interviews and written tests:** The most suitable candidates are invited for an

interview with the Selection Board and for a written test. They may be invited to an assessment centre, as well, if applicable.

3. Reserve list:

The Selection Board proposes, to the Administrative Director, a list of adequately skilled candidates to be included on a reserve list (talent pool).

Candidates placed on the reserve list may be considered for a position within either the EPPO or another EU Agency.

- 4. Second job interview:** The Administrative Director may then carry out an additional interview of candidates selected from the reserve list to as to who should be offered the position.

In accordance with Articles 11 and 11a of the Staff Regulations (SR) and Article 11 of the Conditions of Employment of Other Servants of the European Union (CEOS), **the appointed candidate is required to make a declaration of interests** before the recruitment.

The EPPO Appointing Authority will examine whether the successful candidate has any personal interest which may impair their independence or any other conflict of interest in relation to the position offered, and will adopt appropriate measures accordingly.

All applications are treated fairly. Applicants will be assessed on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to make the best possible match between the profile of the candidate and the requirements of the job.

Under no circumstances should candidates contact the Selection Board, directly or indirectly, concerning this selection procedure. The Appointing Authority reserves the right to disqualify any candidate who would disregard this instruction.

3. Equal opportunities

The EPPO applies a policy of equal opportunities and accepts applications without discrimination on any grounds such as 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.

4. Privacy Notice

The EPPO processes the personal data submitted by the applicants as part of the application form, in any submitted supporting document at any stage in the selection and recruitment process, and communication related thereto. The purpose of this processing operation is to assess the suitability of candidates for a position at the EPPO and to administer the documentation related to the selection and/or recruitment. This includes also the processing of the submitted data for related administrative aspects, such as e.g. financial reimbursements, calculation of entitlements, etc.

During this processing, the personal data will be made available to selected staff working in Human Resources, Finance & Procurement, and in case of appeals or complaints, the Legal

Service. Further, it will be made accessible to the members of the Selection Board, the Appointing Authority and respective supporting staff. Lastly, it may also be shared with other parties in the context and purpose of audits, inspections and internal investigations, be they internal or by supervisory authorities.

The personal data collected for this purpose will be stored for no longer than three (3) years following the financial discharge for the year in which the recruitment was finalised, in order to comply with audit obligations, unless ongoing legal proceedings, investigations or audits require their continued storage. Where the process led to employment of a candidate, some of the documentation and personal data contained therein will be carried over into the personnel file and subject to the regime applicable thereto.

The processing is necessary to select and recruit candidates suitable to cover the vacancies of the EPPO and to therefore enable it to perform its tasks. The legal basis being implemented and binding on the EPPO's selection and recruitment process are the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union and their implementing rules. The applicable legal framework for data protection purposes for this processing of administrative personal data is Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 ([OJ L 295 of 21.11.2018](#)).

The applicant has the right at any time to request access to, rectification, restriction or erasure of their personal data. To exercise these rights, request assistance in their exercise or questions thereto, or file a complaint, they may contact the data controller, or the Data Protection Officer of the EPPO. They also have the right to address themselves to the European Data Protection Supervisor to lodge a complaint.

The controller is the EPPO, and for this process coordinated by the Head of Human Resources, can be contacted by email at EU-EPPO-RECRUITMENT@ec.europa.eu.

The Data Protection Officer can be reached at EPPO-DPO@epo.europa.eu.

The European Data Protection Supervisor can be contacted at edps@edps.europa.eu.

5. Appeals

Candidates, who consider that their interests have been prejudiced by any decision related to the selection procedure, may lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union within the time limit provided for, at the following address:

European Public Prosecutor's Office (EPPO)
For the attention of the Administrative Director, Mr Olivier RAMSAYER
Head of Security and facilities Sector, EPPO/2022/INTER/AD/016
11, Avenue John F. Kennedy
1855 Luxembourg
Luxembourg



The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts to run from the time the candidate is notified of the act adversely affecting them.