

Vacancy Notice+
for establishing a reserve list

Security Policy Officer

Reference EPPO-2026-FGIV-001 | **Location** Luxembourg | **Full-time** | **Contract Type** Contract Staff
Duration of contract 3 years, with the possibility of renewal for an indefinite period
Function group & Grade FG IV | **Selection** External, Internal & Inter-Agency
Minimum basic salary EUR 4.449,31 (plus benefits and other applicable allowances)
Deadline for applications 8 June 2026, 23:59 CEST (Luxembourg time)

The [European Public Prosecutor's Office \(EPPO\)](#), the independent public prosecution office of the European Union, is seeking applications for the position of **Security Policy Officer**. The EPPO is a rapidly-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

Reporting to the Head of Security Unit, the **Security Policy Officer** will be responsible for maintaining the security and business continuity management systems. The role includes supporting the preparation, updating, and reporting on the security policy framework, as well as monitoring the security compliance aspects applicable to the EPPO. This position also involves preparing and maintaining security documentation, implementing improvement initiatives, and fostering a culture of regulatory adherence.

2. KEY RESPONSIBILITIES

- Draft, update, and maintain security, safety and business continuity strategies, policies, procedures, and operational plans, ensuring alignment with relevant regulations and best practices (i.e. Regulation (EU) 2018/1725, Regulation (EU) 2023/2841, ISO 27001, ISO 22301, ISO 45001).
- Design and/or maintain security, safety and business continuity management frameworks, and ensure organisational policies are updated to reflect changes in legal or regulatory requirements.
- Monitor compliance with security regulations and internal policies and conduct regular audits and assessments to evaluate adherence to security standards.
- Prepare reports for internal and external stakeholders and maintain an organised repository of documents for audit purposes.
- Collaborate with internal business areas to design and implement improvement plans, and provide training and guidance to staff on security, safety, and business continuity requirements and best practices.
- Assist in identifying and mitigating risks related to security matters.

3. BASIC ELIGIBILITY REQUIREMENTS

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

- Have obtained a level of education which corresponds to completed university studies of at least three (3) years attested by a diploma;

GENERAL/COMMON REQUIREMENTS

- Be a national of one of the Member States of the Union and enjoy full rights as its 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 duties¹;
- be physically fit to perform your duties²;
- produce evidence of a thorough knowledge (C1 level³) of one of the official languages of the EU⁴ and of a satisfactory knowledge (B2 level) 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: All essential criteria are mandatory. Applications from candidates who do not fulfil all essential criteria will not be considered further. You must provide **specific examples** demonstrating how you meet both the essential and advantageous criteria in the application form.

Essential

- (a) Completed University studies in a relevant field, **plus** at least two (2) years' professional experience in security, business continuity, policy, or regulatory affairs.
- (b) Demonstrated experience in the drafting of strategic security or business continuity documentation.
- (c) Proven experience in the design or management of security or business continuity management frameworks.
- (d) Experience preparing reports for management.
- (e) Demonstrated experience supporting the implementation or audit of the following security, safety or business continuity standards: ISO 27001, ISO 22301, ISO 45001.

¹ If successful, prior to recruitment, the successful candidate will be asked to provide a formal certificate confirming the absence of any criminal record from pertinent authorities.

² Prior to recruitment, the successful candidate will be examined by one of the Institutions' medical centres to confirm that the requirements of Article 82 (3) (d) of the Conditions of Employment of Other Servants of the EU are met.

³ Cf. Language levels of the Common European Framework of Reference for language skills:
<https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>.

⁴ Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

- (f) Excellent knowledge of English, both written and spoken, at least at level C1. *As the working language of the EPPO, English will be used during the selection process.*

Advantageous

- (a) Familiarity with the Cybersecurity Regulation (EU) 2023/2841.
- (b) Experience in preparing of annual or multiannual plans and programmes.
- (c) Excellent command of Microsoft Office tools.

5. CONDITIONS OF EMPLOYMENT

The successful candidate will be offered a contract as a Contract Agent of the type 3(a) in accordance with the Conditions of Employment of Other Servants of the European Union (CEOS). The initial contract will be for a period of three (3) years, with the possibility of renewal for an indefinite period. The appointment will be in Function Group FG IV. The Grade (13, 14 or 16) and Step will be determined in accordance with the number of years of professional experience of the successful candidate.

6. YOUR SALARY AND BENEFITS

The remuneration of the staff members consists of a basic salary, supplemented with various allowances. The basic monthly salary for Function Group FG IV, Grade 13 (Step 1), is currently € 4.449,31. In addition to the basic salary, the following benefits may apply:

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

The salary is subject to a Community tax deducted at source, and staff members are exempt from national taxation. [Full details](#) of the remuneration package are laid down in Articles 62-70 and Annex VII Annex VII to the Staff Regulations of Officials of the European Union.

7. 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 Talent Acquisition team:** EPPO-RECRUITMENT@eppo.europa.eu by **8 June 2026, 23:59 CEST**.
- 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 **31/12/2027**, with the possibility of extension.