

CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT STAFF

REGIONAL SECURITY STAFF

A. REGIONAL SECURITY OFFICERS (Function Group III)

B. REGIONAL SECURITY ADVISERS (Function Group IV)

EPSO/CAST/S/12/2015

I. INTRODUCTION

At the request of the European External Action Service (EEAS), the European Personnel Selection Office (EPSO) is launching a selection procedure to set up a database of successful candidates from which to recruit contract staff as Regional Security Officers (RSO) and Regional Security Advisers (RSA).

When recruited by the EEAS, the RSO/RSA is usually placed under the operational and administrative responsibility of EEAS Headquarters and under the budgetary responsibility of the Head of Delegation of the place where he/she is based. He/she is responsible for organizing the protection/safety of persons, goods and information of the Delegation where he/she is based and the Delegations in the geographical zone for which he/she is responsible.

The working relationship with the European institutions is governed by the Conditions of Employment of Other Servants of the European Union. The working conditions can be found in full online at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20100101:EN:PDF> (Title IV, page 170)¹.

The database of successful candidates will be used by the European External Action Service. **The majority of positions will be based in EU Delegations.** There will also be a very limited number of positions based in Brussels, Belgium.

The table below shows the institutions' estimated needs for contract staff in this field for a specific period of time taking into account the limited nature of the contracts and staff rotation.

Approximate size of the pool of successful candidates required by the institutions over the three-year period 2015-2018:

Function group	Profile	Number
FGIII	Regional security Officer (RSO)	60
FGIV	Regional Security Adviser (RSA)	60

Candidates may register for one profile and one function group only. Please see details of the registration procedure under Section VI "Selection phases".

¹ The general implementing provisions governing the conditions of employment for contract staff employed by the European Commission and the European Parliament can be found on EPSO's website.

II. NATURE OF DUTIES²

REGIONAL SECURITY OFFICERS (RSO) (Function Group III)

Under the supervision of an official, the RSO gives technical advice to Headquarters and to the Heads of Delegations of the geographical zone for which he/she is competent, on the threat situation in the countries concerned as well as on appropriate security measures, after having duly collected information and analyzed the risks.

The RSO regularly designs, evaluates and supervises the use of equipment and implementation of procedures for security of persons, goods and information. The RSO ensures good contacts with the authorities and/or agencies and forms necessary links with civil society. He/she participates in security meetings organized by Member States, the UN and/or other partners.

The RSO implements measures in the fields of crisis management devices and procedures, including aspects of evacuation.

The RSO defines technical measures and follows up recommendations in the fields of his/her competence (security of persons, goods and information).

The RSO ensures the respect of security procedures in the event of a crisis at the Delegations of his/her geographical responsibility and supervises the updating of the lists of expatriate staff and families in the event of an evacuation.

The RSO raises awareness, gives technical advice and trains expatriates and other staff on issues of protection/security.

The RSO contributes to the implementation of security measures and keeps Headquarters and the Heads of Delegations in the zone of his/her geographic responsibility informed via regular oral and written reporting.

The RSO conducts regular risk analysis of the situation in the countries for which he/she is in charge applying recognized risk analysis tools.

REGIONAL SECURITY ADVISERS (RSA) (Function Group IV)

Under the supervision of an official, the RSA advises Headquarters and the Heads of Delegations of the geographical zone for which he/she is competent, on the threat situation in the countries concerned as well as on appropriate security measures, after having duly collected information and analyzed the risks.

The RSA regularly designs, evaluates and supervises the use of equipment and implementation of procedures for security of persons, goods and information.

The RSA ensures good contacts with the authorities and/or agencies and forms the necessary links with civil society. He/she participates in security meetings organized by Member States, the UN and/or other partners.

The RSA implements measures in the fields of crisis management devices and procedures, including aspects of evacuation.

The RSA ensures the definition of measures and follows up recommendations in the fields of his/her competence (security of persons, goods and information).

The RSA ensures the respect of security procedures in the event of a crisis at the Delegations of his/her geographical competence and supervises the updating of lists of expatriate staff and families in the event of an evacuation.

² The profiles described in this Call for expressions of interest are simplified versions of the generic profiles that will be used when drawing up contracts. These simplified versions are provided for information purposes and are not legally binding.

The RSA raises awareness, gives advice and trains expatriates and other staff on issues of protection/security.

The RSA contributes to the implementation of security measures and keeps Headquarters and the Heads of Delegations in the zone of his/her geographic responsibility regularly informed via oral and written reporting and situation-analysis.

The RSA conducts regular risk analyses of the situations in the countries for which he/she is in charge applying recognized risk analysis tools.

When requested, the RSA contributes with EEAS Security Directorate in reviewing and updating policies, norms and procedures related to security.

He/she can receive tasks of security audits on specific issues.

III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The procedure will be administered by EPSO with the assistance of a selection panel comprised of representatives from departments of the EU institutions. The **indicative** timetable is as follows:

STEP	INDICATIVE DATES
CV sifting	May-June 2015
Competency test	September 2015
Results of the competency test	October 2015

IV. ELIGIBILITY REQUIREMENTS

On the closing date for online applications you must fulfil the following conditions:

A. General conditions
a) be a citizen of one of the Member States of the European Union
b) enjoy your full rights as a citizen
c) have fulfilled any obligations imposed on you by the laws on military service
d) meet the character requirements for the duties involved.
B. Minimum specific conditions - Education/experience
a) RSO, Function group III
– post-secondary education attested by a diploma;
OR
– a level of secondary education, attested by a diploma giving access to post-secondary education, and three years' professional experience related to the nature of duties as stated under Section II.
OR
– in exceptional circumstances and where justified in the interests of the service, professional training of an equivalent level in the field of security (related to the duties described under Section II)
(b) RSA, Function group IV
– Completed university studies of at least three years attested by a diploma;
OR
– in exceptional circumstances and where justified in the interests of the service, professional training of an equivalent level in the field of security (related to the duties described under Section II)

C. Knowledge of languages

a) Language 1 (L1) and b) Language 2 (L2)	<p>Main language: thorough knowledge of one of the official languages of the European Union³</p> <p>A satisfactory knowledge (level B2⁴) of English, French or German; must be different from language 1 above.</p> <p>In conformity with the judgment rendered by the EU Court (Grand Chamber) in Case C-566/10 P, Italian Republic v Commission, the EU institutions are required to state the reasons for limiting the choice of the second language in this selection to a restricted number of EU official languages.</p> <p>Candidates are therefore informed that the second language options in the present selection have been defined in accordance with the interest of the service which requires that newly recruited colleagues are immediately operational and able to communicate efficiently in their daily work. Otherwise the effective functioning of the institutions would be severely impaired.</p> <p>On the basis of a long-standing practice of the EU Institutions as regards the languages used for internal communication and also taking into account the needs of the services regarding external communication and handling of files, English, French and German remain the most widely used. Moreover, English, French and German are the second languages by far the most widely chosen by the candidates of selections where they have a free choice. This confirms current educational and professional standards, whereby candidates for European Union positions can be deemed to master at least one of these languages. Therefore, in balancing the interest of the service and the needs and capacities of the candidates by also taking account of the particular field of this selection, it is legitimate to organise tests in these three languages in order to ensure that, whatever their first official language, all candidates master at least one of these three official languages at working level. Moreover, in the interest of equal treatment of all candidates, everyone, including those whose first official language is one of these three, is required to take the test in his or her <u>second</u> language, chosen from among these three. Assessment of specific competences in this way allows the Institutions to evaluate the ability of candidates to immediately perform in an environment that closely matches the reality they would face on the job. This is without prejudice to later language training so as to acquire a capacity to work in a third language in accordance with Art. 85(3) of the CEOS.</p>
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You may apply for only one of the 24 official languages as your main language (L1). You will not be able to change your choice of languages once you have validated your online application form.

³ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croat), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovakian), SL (Slovenian), SV (Swedish).

⁴ See the reference grid on the Europass website at the following address:

http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/CEF/LanguageSelfAssessmentGrid.csp?loc=en_EN

V. HOW TO APPLY AND DEADLINE FOR APPLYING

You must apply online by following the instructions on the EPSO website (http://europa.eu/epso/apply/jobs/index_en.htm), and particularly in the online application manual. You must fill in the application form in English, French or German.

The responsibility for completing and validating your on-line application before the deadline is entirely yours. We advise you not to wait until the last minute before applying, since if the lines are exceptionally busy or the Internet connection goes down, you may have to repeat the whole on-line application process, and once the deadline has passed you will no longer be able to do so.

Once you have validated your application you will no longer be able to make any changes; the data entered are immediately processed by EPSO with a view to organising the selection procedure.

DEADLINE (including validation)

24/03/2015 at 12:00 (midday) Brussels time

VI. SELECTION PHASES

SELECTION BASED ON QUALIFICATIONS

Candidates will be screened on the basis of their qualifications, particularly in terms of their diplomas and professional experience, against the criteria set out below, and those whose profiles best match the duties and the selection criteria will be invited to the competency test.

A selection panel will be appointed to assist EPSO at this stage of the selection procedure, specifically to carry out the selection based on qualifications (CV sifting).

CRITERIA FOR SELECTION BASED ON QUALIFICATIONS

REGIONAL SECURITY OFFICERS

1	Security-relevant (police or military) training and/or certification of an equivalent level of at least 12 months' duration, e.g. as commissioned officer of the army (minimum Sergeant - equivalent to NATO rank code OR-5 and upwards)
2	Professional experience of at least 6 years duration in security services to one of the following services: the armed forces or law enforcement services of an EU Member State, a private security company recognized by an EU Member State or a security service of an international organization
3	Professional experience in carrying out security missions (short terms from 1 month to 12 months) to non-EU countries (e.g. protection of embassies, security management of electoral observation missions, EUPOL missions, EUBAM missions, security management of non-governmental or international organisations, etc.)
4	Long term (at least 12 months) professional expatriate/overseas experience (operational service of police or army or other body) in the field of security/protection of persons, goods and information and/or in an embassy or international organisation
5	Professional experience in the security management of a crisis (e.g. political or humanitarian)
6	Trainings in negotiations in security contexts, radio networks installation, close protection, or safety

7	Professional experience in preparation/drafting of threat/risk analyses and/or reports in the field of security management
8	Professional experience in the preparation/drafting of contingency plans or standard operational procedures
9	Practical operational experience in the protection of staff, buildings, assets or information
10	A thorough knowledge (level C1) of French and/or English, even if one of these languages is your Language 1 or 2
11	A satisfactory knowledge (level B2 at least) of one of the following language(s): Spanish, Portuguese (even if one of these languages is your Language 1), Russian or Arabic

REGIONAL SECURITY ADVISERS

1	Security-relevant (police or military) training and/or certification of an equivalent level of at least 24 months duration, e.g. as a commissioned officer of the army (minimum Lieutenant – equivalent to NATO rank code OF-1 and upwards)
2	Professional experience of at least 8 years duration in security services to one of the following services: the armed forces or law enforcement services of an EU Member State, a private security company recognized by an EU Member State or a security service of an international organization
3	Professional experience in carrying out security missions (short terms from 1 month to 12 months) to non-EU countries (e.g. protection of embassies, security management of electoral observation missions, EUPOL missions, EUBAM missions, security management of non-governmental or international organisations, etc.)
4	Long term (at least 12 months) professional expatriate/overseas experience (operational service of police or army or other body) in the field of security/protection of persons, goods and information and/or in an embassy or international organisation
5	Professional experience in the security management of crisis situations (e.g. political or humanitarian)
6	Trainings in negotiations in security contexts, radio networks installation, close protection, or safety
7	Professional experience in preparation/drafting of threat/risk analyses and/or reports in the field of security management
8	Professional experience in the preparation/drafting of contingency plans or standard operational procedures
9	Practical operational experience in the protection of staff, buildings, assets or information
10	A thorough knowledge (level C1) of French and/or English, even if one of these languages is your Language 1 or 2
11	A satisfactory knowledge (level B2 at least) of one of the following language(s): Spanish, Portuguese (even if one of these languages is your Language 1), Russian or Arabic,

Note: If you are invited to an interview, you will have to submit all supporting documents. If it is found that the information you provided is incorrect, you will be excluded from the selection procedure and your name will be removed from the database.

— The selection based on qualifications is carried out **solely** on the basis of the information provided by the candidate in the 'Talent Screener' tab of the application form. The selection panel will scrutinise candidates' responses and will award 0 to 4 points for each response; the points will then be multiplied by the weighting assigned to the corresponding criterion.

The candidates who obtain the highest number of points will be invited to the competency test (about 3 times the number of candidates, per profile, required by the institutions). Where a number of candidates tie for the last available place, they will all be invited to the competency test.

COMPETENCY TEST

Candidates will sit a competency test to assess their knowledge in the chosen profile.

The tests for both function groups III and IV will be the same but pass marks will be different for each function group as outlined in the table below. With their prior agreement (to be stated in the application form), candidates who apply for function group FG IV who do not obtain the required pass mark will be reclassified in function group III, provided that they obtain the pass mark for function group III. For both function groups, candidates who do not reach the pass mark will fail.

Test type	Time allowed for test	Language of the test	Maximum number of points	Minimum score required	
				FG III	FGIV
Multiple choice	50 minutes	Language 2 (L2)	25	13	16

The test will be computer-based and will be held in one of EPSO's accredited centres situated throughout the member states and worldwide. The list of available centres will be given to preselected candidates in the invitation letter.

VII. TEST RESULTS

The CV sifting and competency tests results will be published in the candidates' EPSO accounts.

VIII. INCLUSION IN THE DATABASE

The names of candidates who pass the competency test will be entered in a database and will not be made public in any other form. The European External Action Service will be given access to the database. The database will remain valid for a period of three years from the date when candidates are notified of their results.

IX. SELECTION FOR POTENTIAL RECRUITMENT

Inclusion in the database is not a guarantee that you will be offered a job. As vacancies arise, EEAS will search the database and invite for an interview those candidates who best match the job requirements in question; depending on the outcome, a formal job offer may then be made. Your knowledge of your main language will also be assessed during this interview. If applicants do not already possess a Personnel Security Clearance (PSC) they must accept to submit a formal request immediately after recruitment. The applicant chosen for a position will be offered either a CA 3A⁵ or a CA 3B⁶ contract, depending on the employer making the job offer, as indicated below.

⁵ Under Article 3a of the Conditions of Employment of Other Servants of the European Union (CEOS) and under the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

Contract	Place of activity
CA 3B (fixed-term)	The European External Action Service (except EU delegations)
CA 3A (could lead to an indefinite contract)	European Union Delegations in the world.

X. REVIEW/APPEAL PROCEDURES

The provisions about appeal procedures can be found on EPSO website at:
http://europa.eu/epso/apply/how_apply/importantdocuments/index_en.htm

XI. COMMUNICATION

EPSO will contact you via your EPSO account. It is up to you to consult your EPSO account at regular intervals — at least twice a week — to keep track of the progress of the procedure and to check the information relevant to your application. Please go to the [contact page](#) or eu-careers.info for any correspondence with EPSO.

To ensure that all general texts and all communication between you and EPSO are clearly understood on both sides, only English, French, or German will be used for the invitation to the test and correspondence between you and EPSO.

XII. GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS

EPSO takes great care to see that the principle of equal treatment is observed. Consequently, if at any stage in the procedure EPSO finds that you have created more than one EPSO account, made more than one application to this selection procedure or that you have made any false declarations, you may be disqualified.

Fraud or attempted fraud may render you liable to penalty. We would point out that anyone recruited by the institutions must show themselves to be of the highest possible integrity.

XIII. SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

a) Condition existing at time of application

1.	If you have a disability or a condition that might pose difficulties for you when taking the test, tick the corresponding box on the online application form and indicate what arrangements you consider necessary to make it easier for you to take the test, quoting the number of the selection procedure and your application number (be sure not to omit these).
2.	Send either a medical certificate or a certificate attesting your disability issued by a recognised body (whichever is appropriate) as soon as possible after validating your online application. These supporting documents will be examined so that special arrangements to suit each case can be made in order to satisfy (as far as possible) requests that are judged to be reasonable.

⁶ Under Article 3b of the Conditions of Employment of Other Servants of the European Union (CEOS) and under the conditions laid down by the CEOS and the General Implementing Provisions of the institution, agency or office.

	<p>Requests and supporting documents should be sent: either by e-mail to: EPSO-accessibility@ec.europa.eu, or by fax to: +32 22998081, addressed to 'EPSO accessibility', or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' (C-25) 1049 Bruxelles/Brussel BELGIUM</p>
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b) Condition developing after application

1.	<p>If a condition of the kind described above develops after the deadline for online applications, you must inform EPSO as soon as possible. Please state in writing what arrangements you consider necessary.</p>
2.	<p>Send the relevant documents either by e-mail to: EPSO-accessibility@ec.europa.eu, or by fax to: +32 22998081, addressed to 'EPSO accessibility', or by post to: European Personnel Selection Office (EPSO) 'EPSO accessibility' (C-25) 1049 Bruxelles/Brussel BELGIUM</p>