

CALL FOR EXPRESSIONS OF INTEREST FOR CONTRACT AGENTS

REGIONAL SECURITY STAFF

- A. REGIONAL SECURITY OFFICERS (Function Group III)
- B. REGIONAL SECURITY ADVISERS (Function Group IV)

EPSO/CAST/S/4/2012

I. INTRODUCTION

At the request of the European External Action Service (EEAS) and the European Commission (EC), 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 competent.

When recruited by the EC, the RSO/RSA is placed under the operational and administrative responsibility of the Directorate General for Humanitarian Aid and Civil Protection (DG ECHO) and is responsible for organizing the protection/safety of persons, goods and information of the ECHO office where he/she is based and the ECHO offices in the geographical zone for which he/she is competent.

The European Union Institutions recruit contract staff to provide additional capacity in specialised fields. Contract staff are employed according to the terms of Title IX of this present call for expressions of interest.

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> (chapter IV, page 172)¹.

The database of successful candidates will be used principally by the European External Action Service and DG ECHO of the European Commission. **The majority of positions will be based in EU Delegations or the Commission's (DG ECHO) offices worldwide.** There will also be a limited number of positions based in Brussels, Belgium.

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

The approximate size of the pool of successful candidates required by the institutions over the period 2013-2014 is:

- **22 RSO**
- **22 RSA.**

Candidates may apply for only one of the profiles published in this Call.

Candidates who make more than one application will be disqualified.

II. NATURE OF DUTIES²

REGIONAL SECURITY OFFICERS (Function Group III)

Under the supervision of an official or a member of the temporary staff, the RSO gives technical advice to Headquarters and to the Heads of Delegations (Heads of Offices for the Commission, DG ECHO) 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 carries out technical supervision and assessment of the implementation of appropriate equipment and 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 technical 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 (Offices for the Commission, DG ECHO) of his/her geographical competence and follows up the updating of 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 (Heads of Offices for the Commission, DG ECHO) in the zone of his/her geographic competence informed via regular oral and written reporting and situation-analysis.

REGIONAL SECURITY ADVISERS (Function Group IV)

Under the supervision of an official or a member of the temporary staff, the RSA advises Headquarters and the Heads of Delegations (Heads of Offices for the Commission, DG ECHO) of the geographical zone for which he/she is competent, on the threat situation in the countries

² The profiles described in this Call 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.

concerned as well as on appropriate security measures, after having duly collected information and analyzed the risks.

The RSA regularly designs, evaluates, assesses and supervises the implementation of appropriate equipment and 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 (Offices for the Commission, DG ECHO) of his/her geographical competence and supervises the updating of lists of expatriate staff and families in the event of an evacuation.

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 (Heads of Offices for the Commission, DG ECHO) in the zone of his/her geographic competence regularly informed via oral and written reporting.

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

The RSA provides regular regional risk analysis, including political stability analysis, for the region of his/her competence and, if appropriate or requested , for the neighboring countries.

The RSA contributes to administrative and financial tasks in the context of the implementation of security measures.

III. INDICATIVE TIMETABLE OF THE SELECTION PROCEDURE

The **approximate** timetable for the selection procedure is as follows:

Step	Date
Sifting of CVs	September 2012
Competency tests	November 2012
Results of competency test sent to candidates	February 2013

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 full rights as a citizen.
- (c) Have fulfilled any obligations imposed on you by the laws of your home country concerning 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** Main language: a thorough knowledge (level C1³) of one of the official
and languages of the European Union⁴.

(b) **Language 2** A satisfactory knowledge (level B2) of English, French or German; must be
different from language 1 above.

You will not be able to change your choice of languages once you have validated your online application form.

N.B. If you are called for an interview for possible recruitment you will be asked to provide the relevant supporting documents to bear out the declarations made in your registration form. If it is established that these documents cannot support what you have claimed in your application, you will be disqualified (including having your name removed from the database).

V. HOW TO APPLY AND DEADLINE FOR APPLYING

³ 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

⁴ 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), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).

You must apply online via the link provided on the EPSO Website (http://europa.eu/epso/apply/today/contract_en.htm). Follow the instructions on the website and particularly in the application manual.

DEADLINE FOR APPLICATIONS (including validation):

21/08/2012 at 12:00 (midday) Brussels time

The responsibility for completing your online 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 not be able to do so. **Your application form should be completed in English, French or German.** Once you have validated your application, you will not be able to make any further changes.

VI. SELECTION PHASES

The selection process will consist of two phases as outlined below:

Phase A	Selection based on qualifications – CV sifting – to select the candidates who will be invited to sit the competency tests
Phase B	Competency tests

SELECTION BASED ON QUALIFICATIONS – CV SIFTING

Candidates will be screened on the basis of their qualifications, particularly in terms of their diplomas and professional experience, using the criteria set out in the tables below. The candidates whose academic and professional background best matches the duties described in the job description will be invited to the competency tests. Please note that the CV sifting criteria are not compulsory requirements.

A selection panel comprised of representatives from the EEAS and the European Commission 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 CV sifting:

REGIONAL SECURITY OFFICERS

1	Security-relevant (police or military) training and/or certification of an equivalent level of at least 9 months duration, e.g. as non-commissioned officer of the army (minimum Sergeant - equivalent to NATO code OR-5 and upwards)
2	Previous (or current) affiliation to the armed forces of an EU Member State, the police of an EU Member State, a security company/organization recognized by an EU Member State or a company/organisation delivering other security services having its headquarters in an EU Member State or recognized in an EU Member State
3	Experience of at least 10 years in security services OR experience of at least 6 years in security operations, 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	Knowledge (at least level B1 ⁵) of one or more additional EU or Non EU languages (besides languages 1 and 2)
5	Professional expatriate/overseas experience of at least 4 years (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.
6	Professional experience in carrying out security missions (short terms of between 1 to 6 months) to non-EU countries
7	Professional experience in the security management of crisis situations (political, civil, development or humanitarian)
8	Professional experience in negotiations in crisis/security contexts
9	Professional experience in preparation/drafting of threat/risk analyses and/or reports in the field of security management
10	Practical operational experience in the protection of buildings, goods and/or staff
11	Professional experience in the preparation/drafting of security plans, standard operational procedures or business continuity plans
12	License for driving armoured cars; training, experience in driving armoured cars

REGIONAL SECURITY ADVISERS

1	Security-relevant (police or military) training and/or certification of equivalent level of at least 15 months, e.g. as a commissioned officer of the army (lieutenant (NATO rank code OF1 and upwards)
2	Previous (or current) affiliation to the armed forces of an EU Member State, the police of an EU Member State, a security company/organization recognized by an EU Member State, or a company/organisation delivering other security services having its headquarters in an EU Member State or recognized in an EU Member State.
3	Experience of at least 10 years in security services OR experience of at least 6 years in security operations, 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	Knowledge (at least level B1 ⁶) of one or more additional EU or Non EU languages (besides languages 1 and 2)
5	Professional expatriate/overseas experience of at least 4 years (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
6	Professional experience in carrying out security missions (short terms of between 1 to 6 months) to non-EU countries
7	Professional experience in the management of crisis situations (political, civil, development or humanitarian)
8	Professional experience in negotiations in crisis/security contexts
9	Professional experience in the preparation/drafting of threat/risk analyses and/or reports in the field of security
10	Practical operational experience in the protection of buildings, goods and/or staff

⁵ 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

⁶ 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

11	Professional experience in the preparation/drafting of security plans, standard operational procedures or business continuity plans
12	License for driving armoured cars; training, experience in driving armoured cars

This selection phase is carried out **solely** on the basis of the information provided by the candidate in the 'Talent Screener' section of the application form and takes place in two stages:

- First stage: An initial selection based on qualifications will be made on the basis of the answers (yes/no) ticked by the candidate and the weighting assigned to each question, which will be on a scale of 1 to 3 according to the importance attached to the corresponding criterion. The candidates who obtain the highest number of points will go through to the second selection stage (about six times the required pool of successful candidates for each profile – see point I).
- Second stage: The selection panel will scrutinize candidates' answers and will award 0 to 4 points for each answer; the points are then multiplied by the weighting assigned to the corresponding criterion.

The candidates who obtain the highest number of points will be invited to the competency tests (about three times the required pool of successful candidates for each profile – see point I).

COMPETENCY TESTS

Candidates will be required to sit two competency tests to assess their specific knowledge in their chosen profile.

Test Format	Time allowed for test	Language of the test	Maximum number of points	Minimum score required
a) Multiple-choice test in the field	30 minutes	Language 2	15	8
b) Essay in the field (Case study)	90 minutes	Language 2	30	15

The tests will be held in Brussels on one day and will be delivered either on paper or on computer. EPSO will make a contribution to candidates' travel expenses in line with the applicable reimbursement rules which you will find on this webpage http://europa.eu/epso/apply/on_going_compet/reimburse/index_en.htm.

VII. TEST RESULTS

The results of CV-sifting and the competency tests will be published in the candidates' EPSO accounts. Competency test b) will only be marked for those candidates who reach the minimum score required in competency test a).

VIII. INCLUSION IN THE DATABASE

The names of candidates who obtain the pass mark in both competency tests will be entered in a database and will not be made public in any other form. Access to the database will be granted to the EEAS and the Commission. Other European Institutions/Agencies may also obtain access should they have a need for these profiles. The database will remain valid for a period of three years from the date when candidates are notified of their results.

The Commission has begun negotiations with a view to amending the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union. This amendment may concern in particular the careers and types of post held by officials and other servants. Successful candidates placed in the database of this selection procedure may receive an offer of recruitment based on the new provisions of the Staff Regulations once they have been adopted by the legislator without prejudice to other consequences of a legal or financial nature.

IX. SELECTION FOR POTENTIAL RECRUITMENT

Inclusion in the database is not a guarantee that you will be offered a contract. As vacancies arise, the recruiting services concerned will search the database and invite for an interview before a selection committee those candidates who best match the position requirements in question. The knowledge of your main language will also be assessed during this interview. Depending on the outcome of the interview, you may receive a formal job offer. The type of contract offered will be either a CA 3A⁷ or a CA 3B⁸ contract, depending on the employer making the job offer and on the place of employment, as indicated below.

European External Action Service (EEAS) EU Delegations	Typically a CA 3A contract – can lead to a contract with indefinite duration
European External Action Service (EEAS) HQ in Brussels, European Commission (DG ECHO's worldwide and Brussels offices)	Typically a CA 3B contract – fixed term for a maximum of three years

X. REVIEW/APPEAL PROCEDURES

If, at any stage of this selection procedure, you consider that a mistake has been made or that EPSO has acted unfairly or has failed to comply with the rules governing this selection procedure, and that your interests have been prejudiced as a result, the following appeal procedures can be undertaken in the order mentioned in the table below:

Procedure	Contact point	Time limit ⁹
1. Request a review	Either via the contact page on EPSO's website or by fax to: +32 2 2979611	10 calendar days
2. Lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union ¹⁰	Either by post to: European Personnel Selection Office (EPSO) (EPSO/CAST/S/1/2011) C-25, 1049 Brussels, Belgium or via the contact page on EPSO's website	3 months
After completion of step 2 above (step 1 is optional) you have the possibility to:		

⁷ 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.

⁸ 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.

⁹ From the date of publication of the decision in the candidate's EPSO Account.

¹⁰ Please quote the following in the subject line of your letter: 'EPSO/CAST/S/1/2011'; your application number; and 'Complaint under Article 90(2)'.

3.a) If your complaint is rejected explicitly or by silence, submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations ¹¹	European Union Civil Service Tribunal Boulevard Konrad Adenauer 2925 Luxembourg	3 months
OR ¹²		
3.b) Submit a complaint to the European Ombudsman ¹³	European Ombudsman 1 avenue du Président Robert Schuman — CS 30403 67001 Strasbourg Cedex FRANCE	2 years

XI. COMMUNICATIONS

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. If you are prevented from doing so because of a technical problem that is attributable to EPSO, you must notify EPSO immediately.

For all correspondence with EPSO, please use the contact form on the EPSO website at: <https://europa.eu/epso/application/passport/webform.cfm?usertype=1&lang=en>.

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 invitations to the various tests and correspondence between you and EPSO.

XII. GROUNDS FOR DISQUALIFICATION LINKED TO THE APPLICATION PROCESS

Great care is taken to ensure that the principle of equal treatment is observed. Consequently, if at any stage in the procedure it is found that you created more than one EPSO account, you have made more than one application or you have made any false declarations, you will be disqualified from the selection procedure.

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

¹¹ For details of how to submit an appeal and calculation of the time limits, please consult the website of the European Union Civil Service Tribunal at: http://curia.europa.eu/jcms/jcms/T5_5230.

¹² Important: if you lodge an administrative complaint (step 3a) above), you may not submit a complaint to the Ombudsman (step 3b) above).

¹³ Note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. For full details of the procedure, consult the website at: <http://www.ombudsman.europa.eu/en/home>.

1.	If you have a disability or a condition that might pose difficulties for you when taking the tests, 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 tests, quoting the number of the selection procedure and your application number (be sure not to omit these).
2.	<p>Send either a medical certificate or a certificate attesting your disability issued by a recognised body (as the case may be) as soon as possible after validating your online application. The 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.</p> <p>— 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/Brussels BELGIQUE/BELGIË</p>

b) Condition developing after application

1.	If the condition referred to 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.
2.	<p>Send the relevant documents</p> <p>— 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 BELGIQUE/BELGIË</p>