



EUROPEAN
COURT
OF AUDITORS

Human resources, Finance and General Services

Human Resources Services

VACANCY NOTICE ECA/2016/6

Head of Security

(AD function group, grades 10 to 12)

Secretariat General – Directorate of Human Resources, Finance and General Services (SG1)

WHO WE ARE

The European Court of Auditors is the European Union institution set up by the Treaty to audit EU finances. As the EU's external auditor, it helps to improve EU financial management and acts as an independent guardian of the taxpayers' financial interests.

The Court is based in Luxembourg.

The security team is in charge of the institution's security and all security and safety measures for its buildings, staff duty travel and organisational issues concerning safety and security.

WHAT WE ARE OFFERING

The Court has decided to launch a recruitment procedure for the position of Head of Security on the basis of Article 29(2) of the Staff Regulations of Officials of the European Union. This selection procedure will run in parallel with the internal and inter-institutional recruitment procedures so as to reach a broader selection of candidates.

The basic monthly salaries for grades AD10 (step 1), AD11 (step 1) and grade AD12 (step 1) are 8,324.49, 9,418.62 and 10,656.56 euros respectively. Under the conditions laid down in the Staff Regulations, certain allowances may be added to this basic salary, which is also subject to EU tax and exempt from national tax.

WHAT WE ARE LOOKING FOR

We are looking for a dynamic head of security with at least ten years of professional experience with high level of availability, including week-ends and public holidays.

Under the authority of the Director of Human Resources, Finance and General Services, the Head of Security will:

- be in charge of the Security and Safety Service (Secretariat General);
- carry out threat assessments to ensure appropriate measures are introduced, in a timely and effective manner, in the field of crisis management devices and procedures, including aspects of evacuation;
- conduct regular analyses of the situations and apply recognized risk analysis tools;
- be in charge of cooperating and developing professional contacts with local police and security departments, counterparts from other EU institutions, and security departments in the Member States.

This selection procedure is open to candidates who, on the application deadline, will have:

In accordance with Article 5 of the Staff Regulations:

- * a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- * a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
- * where justified in the interests of the service, professional training of an equivalent level.

A sound knowledge of English and French is essential for operational reasons; knowledge of other languages would be an asset.

Candidates must also have:

- proven high-level professional experience in the security forces, police or military (high ranking officer), gained in one of the EU Member States after obtaining the above-mentioned qualification. This must be at least 10 years for grade AD10, 12 years for grade AD11 and 15 years for grade AD12;
- practical operational experience in leading teams in relation to the protection of staff, buildings, perimeter assets or information;
- professional experience in the preparation of threat analyses and reports;
- capacity to develop professional contacts with police and security departments;
- the ability to perform under stress and in difficult circumstances.

The following would also be considered an asset:

- proven experiences in high risks areas (embassies, consulates, international organisations,...);
- experience in the handling of strictly confidential matters;
- the ability to contribute to the development of security strategies and procedures;
- specific technical training in the area of security;
- basic (medical) life support training.

RECRUITMENT POLICY

The Court is an equal opportunities employer with a policy of non-discrimination and welcomes applications from both men and women from the broadest possible geographical basis amongst the EU Member States. The Court offers measures to reconcile professional and private life and can provide adjustments at the workplace for people with disabilities.

RECRUITMENT CONDITIONS

In accordance with Article 28 of the Staff Regulations, the successful candidate must:

- be a national of an EU Member State;
- be entitled to their full rights as a citizen;
- have fulfilled any obligations imposed on them by the recruitment laws concerning military service;
- meet the character requirements for the duties involved.

SELECTION PROCEDURE

Eligible applications will be examined by a recruitment panel. Following this examination, the top 10 candidates (maximum) will be asked to prepare a case study, which they will then present at an interview.

At the end of this procedure, the panel will draw up a reserve list of the 6 candidates who best fulfil the criteria laid down in this vacancy notice, ranked by alphabetical order.

This list will be valid until 31 December 2017 and may be renewed.

SUBMISSION OF APPLICATIONS

Applications must be written in English or French and emailed to the following address: vacancies@eca.europa.eu.

Please quote the reference for this vacancy notice in the subject line. Applications must be accompanied by the following documents:

- a letter of motivation of a **maximum** of **one** page;
- an up-to-date CV of a **maximum** of **three** pages in the "Europass" format (see: <http://europass.cedefop.europa.eu>);
- the attached formal declaration, duly completed, signed and dated;
- two reference letters from previous posts.

Any applications failing to adhere strictly to these instructions will be rejected.

The application deadline is midday on 30 June 2016.

REQUEST FOR REVIEW — APPEALS PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the selection procedure, you consider that a decision adversely affects you, you may use the following means:

REQUEST FOR REVIEW OF THE DECISIONS TAKEN BY THE PRE-SELECTION BOARD

Within ten days of the date of the communication notifying you of a decision taken by the pre-selection board, you may submit a written request for it to be reviewed, setting out the reasons for your request. This must be sent to the following address: vacancies@eca.europa.eu

APPEAL PROCEDURE

You may lodge a complaint against a decision of the Appointing Authority, under Article 90(2) of the Staff Regulations of Officials of the European Union, within 3 months of the notification of the decision, to:

European Court of Auditors
Secretary-General
12, rue Alcide de Gasperi
L-1615 Luxembourg

You may submit a judicial appeal under Article 91 of the Staff Regulations to:

European Union Civil Service Tribunal
Rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like any other EU citizen, you may lodge a complaint with:

The European Ombudsman
1 avenue du Président Robert Schuman — BP 403
67001 Strasbourg Cedex
FRANCE

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties ([OJ L 113, 4.5.1994, p. 15](#)).

You should note that complaints lodged with the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union.

DATA PROTECTION

In accordance with Article 7(3) of Regulation (EC) No 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data, the Court will only process personal data for the purposes for which they were provided.



FORMAL DECLARATION

THE CANDIDATE

Full name:

EU official: Yes (if so, please state your grade:.....)
 No

Contact e-mail:

Contact mobile telephone number:

I fulfil the following eligibility criteria (place a cross in the appropriate box):

	YES	NO
1. In accordance with Article 5 of the Staff Regulations: * a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or * a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or * where justified in the interests of the service, professional training of an equivalent level.	<input type="checkbox"/>	<input type="checkbox"/>
2. at least 10 years' proven sound and relevant professional experience gained after obtaining the above-mentioned qualification at a high level of responsibility in security forces, the police or the military;	<input type="checkbox"/>	<input type="checkbox"/>
3. practical operational experience in leading teams in relation to the protection of staff, buildings, perimeter assets or information;	<input type="checkbox"/>	<input type="checkbox"/>
4. professional experience in the preparation of threat analyses and reports;	<input type="checkbox"/>	<input type="checkbox"/>
5. capacity to develop professional contacts with police and security departments;	<input type="checkbox"/>	<input type="checkbox"/>
6. the ability to perform under stress and in difficult circumstances;	<input type="checkbox"/>	<input type="checkbox"/>
7. a high level of availability including week-ends and public holidays;	<input type="checkbox"/>	<input type="checkbox"/>
8. knowledge of official EU languages:		
a) sound knowledge of English*;	<input type="checkbox"/>	<input type="checkbox"/>
b) sound knowledge of French*;	<input type="checkbox"/>	<input type="checkbox"/>
9. I have submitted an application, in either English or French, which includes a cover letter of a <u>maximum</u> of <u>one</u> page, an up-to-date CV of a <u>maximum</u> of <u>three</u> pages in the "Europass" format, this formal declaration, and two reference letters from previous posts;	<input type="checkbox"/>	<input type="checkbox"/>
10. I am submitting my application before the deadline specified in the vacancy notice.	<input type="checkbox"/>	<input type="checkbox"/>



Additional information regarding my application:

YES

NO

11. Are you proficient in any languages other than English and/or French?
If so, please specify:

12. Have you acquired any professional experience in embassies, consulates or international organizations or others high risk areas?
If so, please specify:

Place	Period

13. Do you have professional experience in security team management?
If so, please specify:

Place	Level of responsibility	Number of staff managed

14. Have you attended a specific technical training in the area of security?
If so, please specify

Subject	Organisation	Year	Number of hours

15. Have you any experience in developing security strategies and development of intervention procedures?
If so, please specify:

Period	Context

16. Would you agree that we request your security clearance from the competent Authority in your member state?

17. Would you agree to provide a certificate of not having been dismissed from the police or military service?



I hereby declare that the information provided in this application (cover letter, "Europass" CV and formal declaration) is accurate and complete.

I also declare that:

- i) I am a national of an EU Member State;
- ii) I am entitled to my full rights as a citizen;
- iii) I have fulfilled any obligations imposed on me by the recruitment laws concerning military service;
- iv) I meet the character requirements for the duties involved.

I undertake to provide copies of the following documents:

- proof of citizenship (identity card, passport, etc.);
- certificates for any qualifications required under the vacancy notice;
- where applicable, a certificate or contract of employment and my last payslip.

I declare the above documents to be genuine and complete.

I am aware that my application will be rejected if I fail to submit the required documents (cover letter, "Europass" CV and this formal declaration, all in English or French) specified in the vacancy notice.

Date:.....

Signature:

- * To assess your foreign language skills, see:
<http://europass.cedefop.europa.eu/fr/resources/european-language-levels-cefr>