

COUNCIL OF THE EUROPEAN UNION
CALL FOR APPLICATIONS
Ref. CONS/TA-SC/145

IDENTIFICATION OF THE JOB	
Entity	Council of the EU - ORG.5 : SAFETY AND SECURITY
Family	Security
Sub-family	
Type of post	Temporary Agent
Job title	Security Agent
Function group and grade bracket	SC 1
Sensitive post	No
Specialized post	Yes
Security clearance required	EU SECRET

DEADLINE FOR APPLICATIONS	20/01/2019
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1. WHO WE ARE

Within the Organisational Development and Services Directorate General, the Safety and Security Directorate (SSD) acts on behalf of the Secretary-General of the Council in his capacity as security authority of the General Secretariat of the Council (GSC).

The Safety and Security Directorate has the task of organising the protection of persons, buildings, property, activities and sensitive or classified information.

The post sits within the Physical Security Sector of the Operational Security Unit. This busy sector ensures the protection of all daily business activities, high-level events and EU summits.

The sector is divided into two offices. The Physical Protection Office is responsible for the personal protection of the President of the European Council as well as for the physical protection of all Council activity at home and abroad. The Security Centres Office is responsible for running the two security control centres in the Justus Lipsius building and the Europa building. The Physical Security Sector is core for the security of the GSC and is now central to an initiative to improve daily coordination across all DG ORG operational services through closer cooperation in planning and operations.

2. WHAT WE ARE LOOKING FOR

A security agent (M/F) within the Security Centres Office operates in a 24-hours shift system in rotas. His or her main task is to operate the functioning of systems and installations of the security centres to direct actions in response to emergencies, alerts, incidents or accidents in order to reduce personnel's and visitor's exposure to risk. The agents draw up incident reports. They also ensure the protection of meetings that are organised in the buildings of the Council of the European Union.

A security agent (M/F) within the Physical Protection Office will be part of a team working in 2 shifts for the protection of the Council and the Council General Secretariat's interests. He or she will be an active player in the surveillance of the Council's buildings and facilities assuring the smooth running of high level events, attended by different personalities, staff and various type of visitors. He or she will participate in the day-to-day security set-up for monitoring access to building entrances and meeting rooms.

In this context, the chosen candidate could be asked on short notice to work extra hours and provide the first response in case of an incident, including control, reporting and incident management under the guidance of the hierarchy.

Given the high and sensitive political context, the post requires great flexibility, diplomacy, high sense of duty and in-depth knowledge of the security domain.

3. OVERALL PURPOSE OF THE JOB

Contribute to ensuring the implementation of security rules and measures in relation to the Council, persons and GSC property, as well as sensitive and classified information.

Perform tasks related to security rules and measures in relation to the Council, persons and GSC property, as well as sensitive and classified information.

4. TASKS

- Take appropriate actions to ensure the implementation of security policies and guidelines
- Provide technical or physical support in order to ensure the enforcement of security policies and guidelines
- Check security conditions in relation to the Council's interests and activities
- Provide support in the assessment of the effectiveness of security measures
- Operate and monitor the functioning of security systems and applications (access control, CCTV, intrusion detection, radio communication, etc.), including the technical functioning of security installations, as a part of a team working on a rota basis (24/7/365) at the dispatching centre
- Participate in the day-to-day security set-up for monitoring access to building entrances and meeting rooms, and in the surveillance of the institution's buildings and facilities
- Draw up incident reports

5. JOB ENVIRONMENT

1. Shift work depending on the requirements of the service
2. Atypical working hours
3. Standby duty on a rota basis
4. Missions abroad
5. Duties requiring good physical fitness
6. This post is part of an armed service

6. ELIGIBILITY REQUIREMENTS

Applicants must fulfil the following conditions for admission at the time of applying:

6.1. General conditions

- be nationals of a Member State of the European Union;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;

In addition, taking into account the specific nature of the duties, namely the capacity to intervene quickly and appropriately in dangerous situations, candidates must be physically fit to perform these tasks.

6.2. Specific conditions

a) Education and experience

— A level of education which corresponds to secondary education attested by a diploma giving access to post-secondary education, followed by **at least 3 years'** professional experience in the field of protection/intervention within public and/or private security services,

or

— Professional training (equivalent to European Qualification Framework Level 4) of **at least 1 academic year, followed by a minimum of 3 years' professional experience**. Both the training and experience must be in the field of protection/intervention within public and/or private security services,

or

— Professional experience of **at least 8 years** in the field of protection/intervention within public and/or private security services.

The applicable provisions of the Conditions of Employment of Other Servants of the European Union¹ provide that members of the temporary staff may be appointed only on condition that they produce the appropriate character references as to their suitability for the performance of their duties. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

Applicants must fulfil all the conditions for admission at the time of applying.

7. SELECTION CRITERIA

7.1. Essential

- thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another to the extent necessary to carry out the duties to be performed. In practice, in the interests of the service and in order to be able to communicate effectively with colleagues and external interlocutors, the Security Agent must be able to express himself or herself orally in French AND English. For administrative work and the drafting of incident reports, the Security Agent must be able to write in French OR in English;
- good IT skills;
- ability to handle information with discretion;
- ability to follow actions through and adapt solutions as necessary;
- accuracy in carrying out tasks;
- consistently deliver work on time (key competency);
- a strong sense of responsibility (key competency);
- ability to adapt to changes in the working environment, duties, priorities, working methods or procedures, including those relating to IT;
- ability to work under pressure;
- ability to demonstrate diplomacy and communication skills;
- capability to maintain good interpersonal relations
- ability to represent the General Secretariat of the Council in a positive manner.

¹According to Article 12, paragraph 2, of the Conditions of Employment of Other Servants of the European Union (CEOS) :

A member of the temporary staff may be engaged only on condition that:

- (a) he is a national of one of the Member States of the Union , unless an exception is authorised by the authority referred to in the first paragraph of Article 6, and enjoys his full rights as a citizen;
- (b) he has fulfilled any obligations imposed on him by the laws concerning military service;
- (c) he produces the appropriate character references as to his suitability for the performance of his duties;
- (d) he is physically fit to perform his duties; and
- (e) he produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his duties.

7.2. Specific

- **have at least 6 months' experience in one or more of the following fields:**
 - implementation of security policies and guidelines;
 - operating and monitoring the functioning of security systems and applications (access control, CCTV, intrusion detection, radio communication, etc.);
 - monitoring access to building entrances and meeting rooms, and in the surveillance of buildings and facilities;
 - draw up incident reports;
 - experience in physical protection.

8. SELECTION PROCEDURE

8.1. On-line registration

You may only apply through the EU CV Online system:

(https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/). To be able to apply online via the EU CV Online database, candidates must first create an account or sign in to an existing account, and complete a CV online. Once the CV is completed, candidates may apply for this vacancy. Applications must be in English or in French. Candidates are advised to fill out all relevant fields of the application.

Before applying, you should check carefully whether you meet all the eligibility requirements (see Section 6).

No supporting documents are required at this stage – these will be required later from candidates invited to an interview (see section 8.4).

On completion of your online registration, you will receive an on-screen registration number, which you must note. Once you have received this number, the registration process is complete. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered. An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to make sure that you provide the correct e-mail address.

Only applications submitted through EU CV Online will be taken into consideration.

All technical questions concerning EU CV Online must be sent through the Contact page of EU CV Online.

If you have further questions, please contact the Temporary Staffing Services Office of the Council of the EU via temporary.staffing.requests@consilium.europa.eu, clearly mentioning the reference of the call for applications, your registration number and the nature of your request.

8.2. Selection committee

In order to assist the Authority empowered to conclude the contracts of employment in making its choice, a selection committee will be set up with instructions to draw up a list of the best candidates.

Please note that the work and deliberations of all selection boards are confidential and it is forbidden for candidates to make any attempt to contact a board member. The Authority empowered to conclude contracts of employment may disqualify any candidate who disregards these instructions.

8.3. Admission to the selection procedure

By sending your application you declare that you meet the general and specific conditions listed in section 6. After the deadline for online registration, the selection committee will assess the submitted applications against the eligibility requirements described in section 6 based on the information provided by the candidates in their applications. Applications satisfying these conditions will then be assessed against the selection criteria under section 7. Should the panel deem it necessary, the Council of the European Union reserves the right to organise physical or practical tests with the most suitable candidates at any stage of the preselection or assessment phase. Only shortlisted candidates will be contacted.

8.4. Invitation to take part in the assessment phase

Candidates will be assessed on the basis of the information given in their application. If applicable, the preselected candidates will be invited for an online test. This test will be eliminatory, and only successful candidates will subsequently be invited for an interview to be held in Brussels.

Candidates invited for an interview will be requested to submit, on the day of the interview, a copy of their diploma(s), if available (see pt. 6.2) and supporting documents relating to their professional experience, clearly indicating the starting and finishing dates, the role and the exact nature of the duties carried out.

Before signing contracts, successful candidates will be required to provide other documents proving that they meet the eligibility criteria.

8.5. Assessment phase

The interview will enable the selection committee to carry out an assessment of the candidate based on the selection criteria described in section 7. The interview will be conducted in French and in English.

8.6. Verification of documents and scrutiny

The applications of candidates who have successfully completed the assessment phase will then be checked by the selection committee against supporting documents provided in order to confirm the accuracy and eligibility of the application. If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- do not meet all the eligibility criteria; or
- do not provide all the supporting documents required.

8.7. Reserve list

The best candidates will be placed on a reserve list. Prior to being offered a post, the applications and all their supporting documents will be checked in the light of the eligibility requirements and the selection criteria. Candidates on the reserve list may be interviewed again by the recruiting department prior to engagement.

9. EQUAL OPPORTUNITIES

The General Secretariat of the Council is an equal opportunities employer (see Annex 3 to this notice) and welcomes applications from male and female candidates from the broadest possible geographical basis amongst the EU Member States.

The GSC offers measures to reconcile professional and private life. Persons with disabilities can be provided with adjustments at the workplace. The Human Resources Directorate can also provide assistance during the recruitment procedure. If you have a disability, please contact the Equal Opportunities Office (egalite-des-chances@consilium.europa.eu).

10. RE-EXAMINATION OF APPLICATIONS

The procedures relating to requests for review, appeals and referral to the European Ombudsman are set out in Annex 1 to this notice.

11. DATA PROTECTION

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

12. APPROXIMATE TIMETABLE

Deadline for applications: 20 January 2019

Interviews: February-March 2019

13. RECRUITMENT CONDITIONS

Successful applicants may be offered contracts as temporary Council staff members, on the basis of Article 2(b) of the Conditions of Employment of Other Servants. The maximum duration of the contract will be 2 years (including a probationary period of nine months), renewable for a further period not exceeding two years. Under Article 8 of the Conditions of Employment of Other Servants, '[o]n the expiry of their contracts, such servants may be assigned to established posts in the institutions only if they are appointed as officials in accordance with the Staff Regulations.' This provision applies regardless of the manner in which the staff member's employment terminates.

Recruitment will be at grade SC 1 with a basic monthly salary of EUR 2.518,63 (first step).

In addition to the basic salary, the member of the temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

**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 Advisory Selection Committee**

Within ten days of the date of the letter notifying you of a decision taken by the Advisory Selection Committee, you may submit a written request for a review of such a decision, setting out the reasons for your request, to:

Council of the European Union
Temporary Staffing Services
Rue de la Loi/Wetstraat 175 - B-1048 BRUXELLES/BRUSSEL
email address: temporary.staffing.requests@consilium.europa.eu

– **Appeals**

You may lodge a complaint with the Authority authorised to conclude the contracts concerning a negative reply to your request for review or any other act adversely affecting you, adopted by the Authority authorised to conclude the contracts, under Article 90(2) of the Staff Regulations of Officials of the European Union, within the time limits provided for, to:

Council of the European Union
Legal Advisers to the Administration Unit, ORG.1
Rue de la Loi/Wetstraat 175 - B-1048 BRUXELLES/BRUSSEL
email address: unite.conseillers.dgal@consilium.europa.eu

You may bring a case before the General Court of the European Union under Article 91 of the Staff Regulations if the complaint referred to above has been rejected.

– **Complaints to the European Ombudsman**

Like any other citizen of the Union, you may lodge a complaint with:

The European Ombudsman
1, avenue du Président Robert Schuman – BP 403 - F-67001 STRASBOURG Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities No L 113 of 4 May 1994.

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 the lodging of complaints or appeals with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union.

DATA PROTECTION

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Article 26 of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the European Union and on the free movement of such data.

The legal basis for the selection procedure is the Staff Regulations of Officials of the European Union and the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU). The selection procedure is conducted under the responsibility of the Human Resources Directorate (ORG 1), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the office for the Temporary Staffing Services and their superiors, to members of the Advisory Selection Committee, and, if necessary, to the legal advisers' unit. Administrative information identifying the candidate and/or the practical organisation of the procedure may be forwarded to an assessment centre.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to select one of those applicants.

The data in question are:

- personal data which make it possible to identify the applicants (surname, first name, date of birth, sex, nationality);
- information supplied by the applicants to facilitate the practical organisation of the procedure (postal address, email address, telephone number);
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of vacancy (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution, professional experience);
- where applicable, information on the type and duration of applicants' security clearance;
- the evaluations drawn up by the assessment centre's advisers on behalf of the selection board.

The processing begins on the date of receipt of the application.

Applications are filed and stored as follows:

- For non-shortlisted candidates: two years
- For successful candidates: for the duration of the reserve list

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be sent by email to the office for Temporary Staffing Services at temporary.staffing.requests@consilium.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

EQUAL OPPORTUNITIES IN THE GENERAL SECRETARIAT OF THE COUNCIL

As an employer, the GSC is responsible for ensuring equality of opportunity between men and women and for prohibiting discrimination on any grounds.

The main aims of its Equal Opportunities policy are to:

- ensure that its human resources and personnel management policies respect the principles of equality and non-discrimination;
- achieve a balanced representation of men and women, especially in management posts;
- improve the situation of persons with disabilities, in terms of accessibility of its buildings and a work environment that is inclusive and adapted to their needs:

Adjustments for people with disabilities ('reasonable accommodation') may involve the rearrangement of duties or responsibilities, provision of technical aids and other adjustments to the working environment. Such measures will be taken unless they would impose an undue burden on the resources of the institution.

- protect its staff from harassment at work;
- take into account the needs of staff to strike a balance between their work and family commitments by offering a good package of family-friendly measures, including flexitime, telework and job-sharing.

Work-life balance measures

A **Flexitime** system operates throughout the GSC in accordance with a 40-hour working week, **recuperation** (flexileave) being possible for non-managerial staff. In many job environments, an **individual timetable**, falling within the framework hours of 07.00 to 20.00, can be agreed.

Part-time work can be granted, for example to care for a dependent child up to the age of 12, or 14 when the official is a single parent.

Statutory maternity leave is twenty weeks and on return to work up to two hours per day can be granted for breastfeeding. Fathers have the right to paid **paternity leave** of ten days. **Parental leave** of up to six months per child can be granted with a flat-rate allowance. In the case of serious illness or disability of a child, maternity, paternity and parental leaves are longer. **Family leave** with a flat-rate allowance is also possible in the case of family members with a serious illness or disability.

Special leave is granted in such cases as marriage, birth or adoption of a child, and death or serious illness of a family member. In exceptional circumstances, unpaid **leave on personal grounds (CCP)** may be granted.

Depending on the tasks and the work environment, **teleworking** may be possible under the standard teleworking scheme (generally 60 % at home and 40 % at the office) or under the occasional teleworking scheme (up to 60 days per year).

The following **childcare facilities** are available for staff with children, according to priority criteria: GSC crèche for children from 0-4 years, after-school care and holiday-time facilities organised by the European Commission and after-school activities at the European schools.

For further information, send an email to egalite-des-chances@consilium.europa.eu.