



Vacancy for a post of Security Officer (Contract Agents, FG IV) in the European Asylum Support Office (EASO)

REF.: EASO/2019/CA/002

Publication	External
Title of function	Security Officer

1. WE ARE

The European Asylum Support Office (hereinafter referred to as "EASO"), established by Regulation 439/2010¹, strengthens European Union (EU) Member States practical cooperation on asylum, enhances the implementation of the Common European Asylum System (CEAS) and supports Member States whose asylum and reception systems are under particular pressure.

Specifically, EASO focuses on three main tasks:

1. Supporting practical cooperation among Member States on asylum mainly through training, quality activities, country of origin information (COI), statistics and analysis, specialized expert networks, practical cooperation workshops, thematic support on unaccompanied minors, trafficking in human beings and gender;
2. Supporting Member States under particular pressure through emergency support, including the deployment of asylum support teams to assist EU Member States in managing asylum applications and in putting in place appropriate reception facilities;
3. Contributing to the implementation of the CEAS by collecting and exchanging information on best practices, drawing up an annual report on the asylum situation in the EU covering the whole asylum procedure in EU Member States and adopting technical documents, on the implementation of the new EU asylum acquis.

The organisation chart of EASO can be consulted in the EASO Work Programme on EASO website (<https://www.easo.europa.eu/about-us/easo-organisation-structure>).

The headquarters of EASO are located in Valletta Harbour (Malta).

2. WE PROPOSE

The **Security Officer** will be positioned in a regional EASO Office with frequent missions to all EASO operational areas in the geographical zone for which he/she is competent. He/she will be working in the

¹ Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 (OJ L 132, 25.5.2010, p.11).



Security Sector (SeS) within the General Affairs Unit (GAU) within the Department of Administration (DOA) and will be responsible for the following tasks:

1. Reporting to the Head of Security Sector, the Security Officer advises Headquarters and the Head of the Regional Sector of the geographical zone for which he/she is competent, on the security situation in the EASO operational areas concerned as well as on appropriate security measures, after having duly collected information and analysed the risks;
2. The Security Officer monitors all developments in the operational areas of his competence, performs risk based ongoing security and safety analysis and produces regular and ad-hoc reports;
3. The Security Officer regularly designs, evaluates and supervises the use of equipment and implementation of procedures for security and safety of persons, material assets and information;
4. The Security Officer ensures good contacts with the authorities and/or agencies and forms the necessary links with civil society;
5. He/she participates in security meetings organised by Member States, the EU actors and International Organisations and/or other partners;
6. The Security Officer implements measures in the fields of emergency devices and procedures, including aspects of evacuation from operational areas;
7. The Security Officer ensures the definition of measures and follows up recommendations in the fields of his/her competence (security of persons, material assets and information);
8. The Security Officer ensures the respect of security procedures in the event of emergencies in operational areas of his/her geographical competences;
9. The Security Officer raises awareness, gives advice and trains national experts and other staff on issues of security and safety. The RSA contributes to the implementation of security measures and keeps Headquarters and the Head of the Regional Sector in the zone of his/her geographic responsibility regularly informed via oral and written reporting and situation-analysis;
10. The Security Officer conducts regular risk analyses of the situations in the operational areas for which he/she is in charge applying recognised risk analysis tools;
11. When requested, the Security Officer contributes with EASO Security Sector in reviewing and updating policies, norms and procedures related to security;
12. He/she can receive tasks of security audits on specific issues.
13. Any other tasks assigned by the Head of Sector.



3. WE LOOK FOR

A) Eligibility criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, the candidates' applications will be evaluated on the basis of the selection criteria below. The most suitable candidates will be invited to an interview.

1. A level of education that corresponds to completed university studies of at least 3 years attested by a diploma²;
2. Be nationals of one of the Member States of the European Union, Lichtenstein, Norway or Switzerland;
3. Be entitled to their full rights as citizens;
4. Have fulfilled any obligations imposed on them by the laws on military service;
5. Possess a thorough knowledge of one of the official EU languages and a satisfactory knowledge of another of these languages to the extent necessary for the performance of the duties pertaining to the post;
6. Meet the character requirements for the duties involved³;
7. Be physically fit to perform the duties linked to the post⁴.

B) Selection criteria

If the eligibility criteria set out in section A) *Eligibility criteria* are met, candidates will be assessed on the basis of the following selection criteria. The most suitable candidates evaluated on the basis of the selection criteria will be invited to an interview.

Essential

1. Professional experience in security services to one of the following services: security office of an EU Institution, Agency or Body, the armed forces, security or law enforcement services of an EU Member State, a private security company recognised by a EU Member State or a security service of an international organisation;

² Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications.

³ Before the appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

⁴ Before the appointment, the successful candidate shall be medically examined by one of the institutions' medical officers which will enable EASO to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.



2. Professional experience in carrying out security missions (e.g. protection of embassies, security management of electoral observation missions, EUPOL missions, EUBAM missions, security management of non-governmental or International Organisations, etc.);
3. Professional experience in the security management of emergencies and/or crisis situations (e.g. political or humanitarian);

Advantageous

1. Professional experience in facilitating training/briefing sessions in security contexts;
2. Professional experience in preparation/drafting of threat/risk analyses and/or reports in the field of security management and transforming those into standard operational procedures;
3. Knowledge of the EU security rules, management and best practices.

Evaluation during interviewing process

Candidates invited to the interviewing process (interview and written test) will be assessed on the following criteria that are essential to the post:

1. Ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.);
2. Ability to work under pressure and meet deadlines on multiple tasks;
3. Excellent analytical capabilities and problem-solving skills;
4. Good communication skills and well developed interpersonal skills;
5. Strong service-oriented attitude and flexibility;
6. Accuracy and attention to details;
7. Knowledge of the mission and organisation of EASO.

Excellent written and oral command of English, as well as ability to use electronic office equipment and applications (word processing, spread sheets, presentations, electronic communication, internet etc.) are essential. Candidates will be also assessed on the above by written test.



4. SELECTION AND APPOINTMENT

The Regulation which provides the legal basis for EASO was adopted in May 2010 (Official Journal of the European Union L 132 of 29.5.2010).

Eligibility of candidates will be assessed by a Selection Committee according to compliance with all eligibility criteria by the closing date for the submission of applications.

The applications of the eligible candidates will also be assessed against the selection criteria. Following this assessment, the best ranking candidates may be invited for a written competency test and an interview, which will be held for the most part in English.

The interview will consist of the following components:

- General aptitude and language abilities to the extent necessary for the performance of their duties in accordance with Article 12.2(e) of the Conditions of Employment of other Servants of the European Union (CEOS);
- Specific competences with reference to the applicants' profiles in line with the selection criteria of the present Vacancy Notice.

Candidates invited to an interview will be required to bring **originals and copies** of the documents listed below:

- A document proving their citizenship (e.g. passport);
- Certificates attesting their educational and professional qualifications, in particular those giving access to the profile in question;
- Documentation evidencing the professional experience acquired after the obtaining the qualification that enabled the candidate to be eligible for the post. The documents must clearly indicate exact dates of employment (start date and end date), type of employment (part-time or full-time) and the nature of the duties carried out.

The Selection Committee will propose a shortlist of successful candidates to the Appointing Authority. These will then propose the most suitable candidate and establish a reserve list for the post in question. Candidates shall note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

The reserve list for this post will be valid until 31 December 2019 and may be extended at the discretion of the Appointing Authority.

Prior to signing the contract, the successful candidate will be asked to undergo a compulsory medical examination by one of the institutions' medical officers which will enable EASO to ensure that he/she fulfils the requirement stated in Article 28(e) of the Staff Regulations of the Officials of the European Union.



5. EQUAL OPPORTUNITIES

EASO applies an equal opportunities policy and accepts applications without discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONDITIONS OF EMPLOYMENT

The Contract Agent will be appointed by the Executive Director, upon recommendation of the Selection Committee, following the selection procedure.

He/she will be recruited as a Contract Agent according to Article 3a of the CEOS for a period of 3 years which may be renewed. The Contract Agent post in question will be placed in group FG IV.

Successful candidates who are recruited will undergo an initial probation period of nine months.

The pay for a **Contract Agent FG IV (grade 13, step 1)** consists of a basic salary of **EUR 3.462,02** weighted by the correction coefficient (for Malta currently 90.2%), (for Italy currently 96.50%), (for Greece currently 81.80%), (for Cyprus currently 77.90%) supplemented with various allowances, where appropriate, expatriation and family allowances. The salaries of staff members are subject to a European Union tax deducted at source. Staff members are exempt from national tax on salary and are members of the European Union social security and pension schemes.

For further information on working conditions of Contract Agents please refer to CEOS:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

Following an induction training at the EASO HQ in Malta, the initial places of employment are Greece, Italy, Cyprus and Malta.

Pending the agreement of future operating plans with other relevant Member State/s of deployment, it is envisaged that the Security Officer may be transferred in the interest of the service to the main seat of the EASO in that Member State.

The Security Officer will be required to travel regularly to other countries, where applicable, and to EASO headquarters in Malta. They may be subject of a rotation policy after 3 years of assignment.

7. APPLICATION PROCEDURE

For applications to be valid, candidates shall:

- Use the official application form provided on the EASO website. The candidate is requested to fully complete all sections of the application form in English;
- Send their application via email to : applications@easo.europa.eu by the deadline;
- The subject of the e-mail should include the reference of this vacancy, followed by the candidate's surname.



Incomplete applications will be disqualified and treated as non-eligible. Candidates who use the same application to apply for more than one post will also be disqualified. Application forms must be modified according to the post in question.

Please note that the selection process may take several months.

In order to facilitate the selection process, all correspondence to candidates concerning this vacancy will be in English.

Candidates should not approach, directly or indirectly, the Selection Committee under any circumstances in relation to this recruitment process. The Appointing Authority reserves the right to disqualify any candidate who disregards this instruction.

Closing date:

The closing date for submission of the applications is **29 April 2019 at 13:00h** (Brussels time). EASO will disregard any application received after that date and time.

Applicants are strongly advised **not to wait until the date of the deadline** to submit their applications. EASO is not held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

If a candidate is found to have provided false information at any stage in the selection procedure, EASO is within its capacity to disqualify the candidate in question⁵.

8. DATA PROTECTION

The purpose of processing the data submitted by the candidate is to manage the application in view of a possible selection and recruitment at EASO.

EASO does not publish the names of successful candidates on reserve lists. Nevertheless, it is possible that, for recruitment and related planning purposes, members of the EASO management team may have access to reserve lists and, in specific cases, to a candidate's application form. However, candidates' supporting documents are kept in confidence by the personnel department. Application files of non-recruited candidates are kept for two years following the expiry date of the reserve list, after which they are destroyed.

The personal information requested will be processed in line with [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data.

9. APPEAL PROCEDURES

Pursuant to Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the Union, a candidate may submit a complaint against an act affecting him/her adversely.

⁵ In case there are discrepancies between the different linguistic versions, the English version should be taken as the correct version



The complaint must be submitted within 3 months from the date of notification to the following address:

**The Executive Director
European Asylum Support Office
MTC Block A, Winemakers Wharf, Grand Harbour Valetta, MRS 1917
Malta**

Should the complaint be rejected, pursuant to Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants, a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification to the following address:

**Court of Justice of the European Union
Rue du Fort Niedergrünewald
L-2925 Luxembourg**

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within two years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>), or write to:

**European Ombudsman
1, Avenue du President Robert Schuman -BP 403
F-67001 Strasbourg Cedex
France**

Please note that complaints to the European Ombudsman do not have the effect of suspending the period mentioned in Articles 90 and 91 of the Staff Regulations of Officials and the Conditions of Employment of Other Servants for lodging complaints or submitting an appeal pursuant to Article 270 of the Treaty on the Functioning of the European Union.