

Vacancy Notice

The European Chemicals Agency (ECHA) aims to be the centre of knowledge on the sustainable management of chemicals, serving a wide range of EU policies and global initiatives, for the benefit of citizens and the environment. Together with our partners, we work for the safe use of chemicals.

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following temporary agent profile:

Reference number	Vacancy notice	Grade	Indicative n° on reserve list
ECHA/TA/2020/001	Information Security Officer	AD 8	5

The closing date and time for submission of applications for this call is 2 March 2020 at noon 12.00 Helsinki time (11.00 Central European Time).

1. The Job

The Information Security Officer works in the Information Systems Directorate of the Agency. The Agency is working to consolidate Information security and IT security into one horizontal function by the end of 2020. Such function does not cover physical security and the security aspects of HR management.

The purpose of the Information Systems Directorate is to enable the business and administrative processes of the Agency with digital technologies and to apply state of the art data management technologies and methodologies to large data repositories and knowledge bases on chemicals, which are at the core of the Agency's work.

In this context, the Agency is committed to protecting confidential information received from the chemical industry and other market operators. The Agency complies with the EU Data Protection Regulation.

Sound data classification and data access policies, secure IT infrastructure and secure management of access to data for all the users (internal, external in the Member States of the EU, contractors and other stakeholders) are key responsibilities of the Information Systems Directorate.

The Agency manages security according to Information security policies and by applying the controls foreseen in the IT Security Management System that is part of the ISO 9000 certified Internal Management System.

As part of their portfolio of services, ECHA's IT outsourcing contractors also provide security services for the Agency; for example, the provider of IT infrastructure services delivers infrastructure related security services too. CERT services are provided by CERT-EU and a collaboration with the Finnish national CERT - NCSC-FI - is well established.

The Information Security Officer will carry responsibilities and perform tasks in the following areas of work:

- Support management in developing and maintaining information security policies, coordinate their implementation in the IT and Business processes;
- Regularly assess security risks and propose mitigating measures as needed;
- Implement and upgrade the ECHA's security model for working with national authorities in the EU Member States;
- Ensure application and, when necessary, upgrade the ECHA's security model for working with IT Contractors having access to confidential data in the delivery of their services;
- Collaborate with external stakeholders (e.g. CERT-EU) and IT Contractors providing security services to ECHA;
- Implement and upgrade the ECHA IT Security Management System, in particular coordinate security incident investigation and response by working closely with the contractors providing security services;
- Deliver security services to internal demand in the Agency, such as security assessments of new or changing IT services;
- Contribute to the Enterprise Architecture function;
- Assess the implementation, performance and effectiveness of Information security policies and IT security management and report at all necessary level, including Board of Directors level and Agency Management Board level.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)¹;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties²;
- Be physically fit to perform the duties³;

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

² Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

³ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Communities.

- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate well in English (oral and written language) as this is the working language of ECHA;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66⁵.

2.2. Qualifications

- a) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is four (4) years or more.
Or
- b) Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years and at least one (1) year of appropriate professional experience⁶.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

2.3. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁶ of at least nine (9) years acquired after achieving the minimum requirements stated out in 2.2. At least six (6) years of your total professional experience must be relevant professional experience⁷ in the fields listed in section 1.

3. Selection criteria

If you meet the eligibility criteria set out in section 2, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to an interview.

- Your academic and professional qualifications and their relevance to the main areas of work listed in section 1. Preference will be given to qualifications obtained in the following fields:
 - IT security;

⁴ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁵ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁶ Only appropriate professional experience acquired **after achieving** the minimum qualification stated in 2.2 shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated in 2.2. shall be taken into consideration. Professional activities pursued on a part-time basis shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

⁷ Relevant experience should be described in your application.

- Information security;
 - General IT (informatics, computer science, engineering).
- Your professional experience in the range of fields covered, the length, type and level of work done and its relevance⁷ to the areas of work listed in section 1.

The following will be considered as assets:

- Proven experience in IT/Information security acquired in information intensive, data driven organisations supplemented by security certifications such as ISC2 Systems Security Certified Practitioner, Certified Information Security Manager (CISM), GIAC Security Expert (GSE);
- Proven experience in a management role as IT security manager or Information security manager;
- Proven experience in having successfully led your organisation through an ISO (or similar) security certification;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

The academic and professional qualifications, professional experience and knowledge and experience considered as an asset must be described as precisely as possible in your application.

4. Interview and written test

If selected for interview, you will be assessed on the basis of the following criteria:

- Knowledge and know-how in your areas of experience that are most relevant to the tasks set out in section 1;
- Understanding of the impact of security on the role and aims of ECHA in relation to the different chemical regulations it implements (e.g. REACH, CLP, Biocides, etc.);
- Ability to independently and efficiently lead the preparation, building agreement, planning and coordination of relevant security initiatives;
- Ability to work with others in a collaborative and open manner from the perspective of a horizontal function⁸;
- Ability to advocate and communicate effectively on security matters towards any kind of stakeholders⁸;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment⁸;
- Good command of spoken and written English.

Your ability to communicate in written English, and the knowledge, skills and competencies related to the job will be also assessed by written tests.

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated under

⁸ You can read more about the general competencies in place in ECHA through the following link: https://echa.europa.eu/documents/10162/13602/echa_management_competencies_en.pdf

section 2.1 above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

5. Placement on the reserve list

If you are judged to be among the most suitable candidates, on the basis of the criteria listed in sections 2, 3 and 4, you will be placed on the reserve list. The reserve list will be valid for a period of two years.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

6. Other information

Before applying, you should carefully read the Guide of Applicants⁹ published on ECHA Website. This guide is an integral part of the Vacancy Notice and will help you to understand the rules governing the procedure and how to apply.

Successful applicants may be offered an employment contract for five years as a temporary agent. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)¹⁰ or, subject to the establishment plan availabilities, Article 10¹⁰ respectively, if the person prefers to ensure continuity of contracts.

The minimum number of years of professional experience required after the award of the qualification certifying the completion of the level of studies required as a condition of eligibility for any selection procedure is as follows:

Grade of engagement	Number of years of professional experience
AD5	0 years
AD6	3 years
AD7	6 years
AD8	9 years
AD9/10	12 years
AD11/12	15 years
AST1	0 years
AST2	1 year
AST3	3 years
AST4	6 years

⁹ http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf

¹⁰ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf

For the purposes of determining professional experience, the appointing authority shall allow 24 months' additional seniority of step in grade for professional experience equal to more than the number of years indicated below:

Function group and grade	Minimum years of work experience for additional seniority
AD14-AD16	21 years
AD12-AD13	18 years
AD9-AD11	15 years
AD8	12 years
AD7	9 years
AD6	6 years
AD5	3 years
AST4	12 years
AST3	9 years
AST2	6 years
AST1	3 years

The successful applicant will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to his/her independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

The successful candidate will be recruited as a Temporary Agent Grade AD 8 with the basic monthly salary starting from € 7.072,70, subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. ECHA offers, in addition to the basic salary, a range of benefits which include allowances, such as a household allowance, an expatriation allowance (16% of the basic salary) and a dependant child allowance, as well as a welfare package including pension scheme, medical and accident coverage. For more information on the salary and on the allowances, please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

For more information on the selection process of temporary agents and on the contractual and working conditions, please, refer to:

- Guide for Applicants:
http://echa.europa.eu/documents/10162/13602/general_guide_for_applicants_en.pdf
- Implementing rules concerning temporary agents:
http://echa.europa.eu/documents/10162/21844190/mb_27_2015_final_annex_1c_use_and_engagement_temporary_agents_en.pdf
- Conditions of Employment of Other Servants of the European Communities:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

7. Protection of personal data

The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725¹¹ on the protection of personal data. For more information on the protection of personal data, please consult the Guide for Applicants⁹.

¹¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>