

**EUROPEAN CYBERSECURITY COMPETENCE CENTRE**

Publication: External AST 4  
 Title of Function: Procurement Officer  
 Reference: ECCC/TA/2026/4.1/PRO

**ANNEX II – APPLICATION FORM**

<b>Name / First Name:</b>	
<b>Nationality:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	

<b>ELIGIBILITY CRITERIA</b>		
Have a level of post-secondary education attested by a diploma and, after having obtained the diploma, at least 9 years of appropriate professional experience; or: have a level of secondary education attested by a diploma, giving access to post-secondary education and, after having obtained the diploma, at least 12 years of appropriate professional experience.	<b>YES</b>	<b>NO</b>
Have the nationality of one of the EU Member States;	<b>YES</b>	<b>NO</b>
Produce the appropriate character references	<b>YES</b>	<b>NO</b>
Be physically fit to perform the duties involved;	<b>YES</b>	<b>NO</b>
Fulfilled any obligations imposed by the applicable laws on military service of your country of nationality.	<b>YES</b>	<b>NO</b>
Have a thorough knowledge (C1 level) of one of the 24 EU official languages and a satisfactory knowledge (B2 level) of another EU official language for the performance of your duties.	<b>YES</b>	<b>NO</b>

<sup>1</sup> Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

<b>SELECTION CRITERIA</b>		
<b>A. Essential</b>		
<b>Professional experience in tasks and responsibilities comparable to those described under “Duties and responsibilities”.</b>	<b>YES</b>	<b>NO</b>
<i>If so, please describe the business context, the specific projects/activities, the nature of your work, your exact role and responsibilities and the tangible results of your work (300 words maximum)</i>		
<b>Solid professional experience in EU institutions or bodies, with a demonstrated understanding and application of the EU Financial Regulation and the European Commission Vade mecum on public procurement.</b>	<b>YES</b>	<b>NO</b>
<i>If so, please describe the business context, the specific projects/activities, the nature of your work, your exact role and responsibilities and the tangible results of your work (300 words maximum)</i>		

Excellent command of English, both written and spoken	YES	NO
<p><i>If yes, please list any certificates, formal studies, or professional contexts in which English was the working language (100 words maximum)</i></p>		
<b>B. Advantageous</b> Experience in using procurement and contract management databases and tools, including systems such as PPMT (Public Procurement Management Tool) or similar platforms.	YES	NO
<p><i>If yes, please briefly describe the relevant experience, including the institution, role, and main responsibilities. (300 words maximum)</i></p>		

<b>Familiarity with e procurement platforms and electronic tendering procedures is considered an asset.</b>	<b>YES</b>	<b>NO</b>
<i>If so, please describe where and how you acquired this experience (300 words maximum)</i>		

**REFERENCES**

This section gives you the opportunity to provide us with the names and contact details of up to three most recent professional reference persons, not relatives, preferably your direct supervisors, who may be later on conducted by the ECCC to provide professional reference on you and/ or to confirm statements made by you.

Persons to provide professional references on my skills, competences, achievements and conduct							
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**MOTIVATION LETTER**

**Why do you want to apply for this career opportunity? What specific contribution do you think you could make to ECCC? (500 words maximum)**

**Declaration:** I declare on my honour, that the information provided above is true, complete and correct.

Date:.....

Signature:.....