

INTERNAL VACANCY NOTICE

Job Title	Senior Programme Officer
Reference number	ECCC/TA/2026/2.2/SPO
Starting date	asap
Function Group/Grade	AD 5 – AD 7
Place of employment	Bucharest, Romania
Deadline for applications	15/04/2026 - 23:59 Bucharest time

1	About the job.....	1
2	Eligibility and selection criteria	3
2.1	Eligibility criteria.....	3
2.1.1	Selection criteria	4
3	Selection and appointment procedure	5
3.1.1	Conditions of employment	5
3.1.2	Selection and assessment of the applications.....	5
3.1.3	Reserve list.....	6
4	How to apply.....	7
5	Appeals.....	8
6	Protection of your personal data	8

1 About the job

Unlock your potential as the Senior Programme Manager at the European Cybersecurity Competence Centre (ECCC). This call aims to establish a talent pool for a key role driving the execution of large-scale ICT initiatives that strengthen Europe’s cybersecurity ecosystem.

As Senior Programme Manager, you will lead and oversee complex projects, ensuring robust governance, financial control, and effective coordination across multidisciplinary teams. You will provide strategic and technical input to public procurement processes, support flagship initiatives such as the Cyber Hubs and PQC testing infrastructure and contribute to cybersecurity programmes aligned with EU priorities.

You will also help enhance the visibility and impact of ECCC programmes, foster collaboration through engagement with partners such as the European Commission, ENISA, and National Coordination Centres, and deliver high-value trainings and stakeholder events. Through your leadership, you will shape the future direction and success of the ECCC.

Duties and responsibilities

Your responsibilities will encompass a broad range of tasks, including but not limited to:

Project Management

- Oversee all aspects of project delivery, including planning, contractual and financial obligations, governance, reporting, and risk management — while coordinating projects throughout preparation and implementation.
- Establish and implement effective project management tools and methodologies to ensure the successful planning and execution of large-scale ICT projects.

Technical advisory and procurement support

- Provide technical and strategic input to public procurement procedures, including the review of technical specifications and advisory support for major ECCC initiatives (i.e. Cyber Hubs, PQC testing infrastructure), ensuring alignment with programme objectives, technological developments and organisational priorities.

Strategic programming and policy support

- Contribute, as requested, to the preparation and development of Work Programmes and Call Documents under the Digital Europe Programme (DEP),

ensuring alignment with EU cybersecurity priorities and emerging technological trends.

Stakeholder engagement and outreach

- Contribute to the roll out and further development of the ATLAS platform to enhance awareness and visibility of ECCC programmes, facilitating the exchange of best practices and enable matchmaking activities.
- Foster effective relationship with key stakeholders, including the Network of National Coordination Centers, the European Commission, ENISA, EU institutions and the Cybersecurity Community.
- Provide technical and strategic input into the design and delivery of workshops, expert briefings, and stakeholder meetings related to ECCC strategic initiatives, ensuring high-quality content aligned with programme objectives and policy priorities

The selected candidate may be required to undertake additional responsibilities as directed by their line manager, adapting to the evolving needs and structure of the ECCC.

2 Eligibility and selection criteria

2.1 Eligibility criteria

To be eligible, you need to meet the following formal criteria, which need to be fulfilled by the deadline for applications:

General Conditions

- You produce the appropriate character requirements for the duties involved;
- You are engaged within the ECCC as Temporary Staff 2(f) in function group AD, grade 5-7, on the closing date for applications and on the day of filling the post;

2.1.1 Selection criteria

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed only for short-listed applicants during interviews and tests.

Candidates will be considered for the selection phase on the basis of the following criteria, to be fulfilled on the closing date for applications:

Essential

- A university degree (Bachelor's or higher) in Engineering, Information and Communication Technology or related field. Other technical or scientific degrees may be accepted if supported by substantial training in ICT, cybersecurity or information security.
- Proven experience in similar tasks/responsibilities as required by the role as described **under “Duties and responsibilities”**;
- Experience in leading teams fostering a collaborative and high-performance environment.
- Excellent command of English.

Advantageous

- Professional experience in a multicultural environment.
- Experience managing contracts, grants, and/or public procurement procedures—including preparation, evaluation, implementation follow-up, and compliance monitoring.
- Certification(s) relevant to the profile, such as Project Management Professional (PMP) Certification, PRISM, PRINCE2 Foundation / Practitioner Certification, PM², Agile Project Management (Agile PM) Practitioner Certification, and any other relevant certificate in the field. or demonstrated equivalent professional training in project and programme management
- Strong knowledge of EU cybersecurity policy and funding programmes, in particular Digital Europe and Horizon Europe.
- Experience in performance monitoring, KPI design and impact assessment at

project or programme level.

Moreover, the following competencies will be assessed during the selection process:

- Ability to establish and maintain effective and constructive relationships with internal and external stakeholders.
- Strong analytical skills, with the ability to synthesise complex technical information into clear, policy-relevant reporting.
- Supportive and helpful approach to others, with co-operative and service-oriented attitude;
- Strong motivation to join the ECCC and to perform the assigned tasks.

3 Selection and appointment procedure

3.1.1 Conditions of employment

The successful candidate will be assigned to the new post according to the assignment decision without an impact on their current contract (with an amendment to the employment contract).

3.1.2 Selection and assessment of the applications

- For each selection process, a Selection Committee is nominated by the Executive Director of the ECCC.
- Each application is checked to verify whether the candidate meets the eligibility criteria.
- The Selection Committee, having regard to the vacancy notice, is evaluating all eligible applications.
- The quality of the information provided by the candidate in their application is of utmost importance. Candidates are requested to support their application with adequate, concise examples of their work experience (including traineeships, voluntary work, etc), and qualification, especially if not directly addressed in the duties listed in the application under professional experience. Certain selection

criteria may be assessed jointly, and some criteria may be assessed in two or more stages of the selection procedure;

- Once the list of the most qualified candidates is determined, a preliminary assessment may take place (e.g., a pre-recorded video interview and/or a remote written test) prior to the shortlist phase;
- In the shortlist phase consisting of a shortlist interview which may be complemented by a written test, the Selection Committee scores the candidates in accordance with the selection criteria. Candidates may also be required to prepare a presentation on a topic to be presented during the shortlist phase, which would be evaluated as part of the shortlist interview;
- In order to be included in the reserve list, candidates must receive **at least 60%** of the maximum scores in the shortlist phase;
- After the shortlist phase, the Selection Committee establishes a non-ranked list of the most qualified candidates to be included in a reserve list and proposes it to the Appointing Authority;
- The Appointing Authority may choose from the reserve list a candidate for the post;
- Candidates included in the reserve list may be contacted to be engaged for the same or similar post depending on the ECCC's needs and budgetary situation;
- All shortlisted candidates will be informed whether or not they have been included in the reserve list. Candidates should note that inclusion in a reserve list does not guarantee engagement.

3.1.3 Reserve list

On the basis of the above procedure, the Selection Committee will establish a reserve list which can be used to fill also other positions within the ECCC. The reserve list will be valid until 31/12/2028 and may be extended at the discretion of the of the Appointing Authority. Candidates should note that inclusion on the reserve list does not guarantee recruitment, as this will be based on availability of posts and budget.

Security clearance

The selected candidate should be in the position to obtain a valid security clearance certificate from his/her national security authority. A personal security clearance is an administrative decision following completion of a security screening conducted by the individual's competent national security authority in accordance with applicable national security laws and regulations and certifying that an individual may be allowed to access classified information up to a specified level. (Note that the necessary procedure for obtaining a security clearance can be initiated on request of the employer only, and not by the individual candidate).

4 How to apply

Applications shall be sent by e-mail to the mailbox recruitments@eccc.europa.eu quoting the vacancy reference: ECCC/TA/2026/2.2/SPO

Applications must include:

1. **Application form** (of this vacancy note)
2. Curriculum Vitae (CV) in the European CV format¹

All documents mentioned above have to be submitted and should be named starting with the family name of the candidate. **The application will be rejected if it is incomplete or not in the requested format.**

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) **should not be sent** at this point but must be submitted at a later stage of the procedure if requested. The ECCC has the right to disqualify applicants who fail to submit all the required documents.

In order to facilitate the selection process, application documents as well as all communications to candidates concerning this vacancy will be in **English only**.

¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Candidates are advised to apply using an e-mail address that will remain valid for several months and communicate any contact detail changes to recruitments@eccc.europa.eu.

Candidates are reminded that the Selection Committee's work is confidential. It is prohibited for candidates to make direct or indirect contact with the Selection Committee members or to ask anybody else to do so on their behalf.

Applications must be submitted by **15/04/2026, 23:59 (Bucharest time)**.

5 Appeals

If a candidate considers that they have been adversely affected by a particular decision, they can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, to the following address:

Executive Director
European Cybersecurity Competence Centre (ECCC)
Postal Office 16
PO Box 201
Sector 6, Bucharest
Romania

The complaint must be lodged within three (3) months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act adversely affecting them.

6 Protection of your personal data

The personal information that ECCC requests from applicants 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 natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

WHICH OF YOUR PERSONAL DATA DO WE PROCESS?

1.1. When you apply for a job (selection process), we process:

- Identity information you provide us with, such as your first name, last name, birthdate, preferences and interests.
- Contact details you provide us with, such as your e-mail address, postal address, country and (mobile) telephone number.
- Resume the information you provide us with, such as your employer, professional experience, education, skills and references.
- Results of the selection process
- Any other personal data you provide us with to support your job application or to allow the verification of the eligibility and selection criteria laid down in the vacancy notice.

1.2. For the recruitment process, we process:

- All the information from the selection process mentioned above.
- Documents verifying nationality.
- Family situation.
- Documents verifying appropriate character references (in accordance with Article 12(2) and 82(3) of CEOS);
- Document sent from the Commission Medical Service indicating that the selected candidate is physically fit or not to perform the job;
- PMO forms to allow the establishment of the recruited staff's entitlements under the Staff Regulation and CEOS.
- Originals of the extracts of criminal record/attestation of good behavior.
- Any other personal data you provide us with.

1.3. We receive most of your personal data directly from you, but it may happen that our HR department includes additional information in your job application or that we receive information from a recruitment agency. In such case, the agency is responsible for providing you with the information in this Applicants' Privacy Policy. Also, we advise you to consult the privacy policy of the recruitment agency.

1.4. We do not intend to process sensitive personal data about you, such as

information revealing your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of unique identification, data concerning health, sex life or sexual orientation. If such information is necessary for your job application, we will ask for your consent separately. If you nevertheless provide us with such information on your own initiative, we will derive your explicit, freely given, specific, informed and unambiguous consent to the processing of this data. Personal data concerning health (medical data) are processed by the Medical Service of the European Commission. Candidates failing to provide compulsory data as requested in the vacancy notice will be excluded from the selection process.

FOR WHAT PURPOSES DO WE PROCESS YOUR PERSONAL DATA?

- 1.5. We process your personal data for selection and recruitment purposes so that you are able to apply for a job with us at this moment or in the near future, as well as to keep track of your details in this context and to follow up on your application. We rely on your consent for this processing activity. We also rely on Article 2(a) and (f), 3(a), 12, 82 and 86 of CEOS. If special categories of personal data are processed, we may rely on the derogation explicit consent (Art. 10(2)(a) of Regulation (EU) 2018/1725) or Article 137(3) of the Financial Regulation (for criminal records).

TO WHOM DO WE SEND YOUR PERSONAL DATA?

- 1.6. We may share your personal data with third parties in order to process your personal data for the purposes outlined above. Third parties are only allowed to process your personal data on our behalf and upon our explicit written instruction. We also warrant that all those third parties are selected with due care and are committed to observing the safety and integrity of your personal data.
- 1.7. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
- 1.8. We do not send your personal data in an identifiable manner to any third party other than the ones mentioned without your explicit consent to do so. However, we may send anonymised data to other organisations that may use that data for

improving our job application process.

WHERE DO WE PROCESS YOUR PERSONAL DATA?

1.9. We process your personal data within the European Economic Area (EEA).

WHAT QUALITY ASSURANCES DO WE COMPLY WITH?

1.10. We do our utmost best to process only those personal data which are necessary to achieve the purposes above.

1.11. Your personal data are only processed for as long as needed to achieve the purposes listed above or up until such time when you withdraw your consent for processing them. If you are recruited, your personal data are kept for 10 years after termination of employment or the last pension payment. If you are placed on the reserve list and not recruited the retention period for your data will be determined in terms of the validity and the actual extension of the respective reserve list. If you are not recruited, your personal data is kept for 2 years following the completion of the recruitment process.

1.12. We will take appropriate technical and organisational measures to keep your personal data safe from unauthorised access or theft as well as accidental loss tampering or destruction. Access by our personnel or third parties' personnel will only be on a need-to-know basis and be subject to confidentiality obligations. You understand, however, that safety and security are best efforts obligations which can never be guaranteed.

WHAT ARE YOUR RIGHTS?

1.13. You have the right to request access to all personal data processed by us pertaining to you.

1.14. You have the right to rectification, i.e. to ask if any personal data pertaining to you that are inaccurate, are corrected.

1.15. You have the right to withdraw your earlier given consent for processing your personal data.

1.16. You have the right to erasure, i.e., to request that personal data pertaining to you be deleted if these data are no longer required in the light of the purposes

outlined in Article 3 above or if you withdraw your consent for processing them.

- 1.17. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- 1.18. You have the right to object to the processing of personal data if the processing by us is necessary for the performance of a task carried out in the public interest, unless we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
- 1.19. You have the right to data portability, *i.e.* to receive from us in a structured, commonly- used and machine-readable format all personal data you have provided to us if the processing is based on your consent or a contract with you and the processing is carried out by automated means.
- 1.20. If you wish to submit a request to exercise one or more of the rights listed above, you can contact us by sending an e-mail to recruitments@eccc.europa.eu. An e-mail requesting to exercise a right will not be construed as consent with the processing of your personal data beyond what is required for handling your request. Such request should meet the following conditions:
- State clearly which right you wish to exercise; and
 - Your request should be accompanied by a digitally scanned copy of your valid identity card proving your identity.

We will promptly inform you of having received your request. If the request meets the conditions above and proves valid, we will honour it as soon as reasonably possible and at the latest thirty (30) days after having received your request.

If you have any queries concerning the processing of your personal data, you may address them to the Data Controller via recruitments@eccc.europa.eu

You may at any time consult the ECCC Data Protection Officer (data-protection@eccc.europa.eu)

If you remain unsatisfied with our response, you are free to file a complaint with the European Data Protection Supervisor (<https://edps.europa.eu>).