

## VACANCY NOTICE

<b>Job Title</b>	<b>Procurement Officer</b>
<b>Reference number</b>	ECCC/TA/2026/4.1/PRO
<b>Contract duration</b>	3 years (full-time) – renewable
<b>Function Group/Grade</b>	AST4
<b>Place of employment</b>	Bucharest, Romania
<b>Deadline for applications</b>	19/06/2026 - 23:59 Bucharest time

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# 1 About the ECCC

The European Cybersecurity Industrial, Technology and Research Competence Centre (hereafter “ECCC” or “Centre”) was established by Regulation (EU) 2021/ 887<sup>1</sup>. In accordance with the article 3 of that Regulation, the mission of the Centre, and the related Network of National Coordination Centres, is to:

- Strengthen leadership and strategic autonomy of the European Union (“EU” or “the Union”) in the area of cybersecurity by retaining and developing the EU’s research, academic, societal, technological and industrial cybersecurity capacities and capabilities necessary to enhance trust and security in the Digital Single Market, including by retaining and developing the confidentiality, integrity and accessibility of data.
- Support EU technological capacities, capabilities and skills in relation to the resilience and reliability of the infrastructure of network and information systems, including critical infrastructure and commonly used hardware and software in the Union.
- Increase the global competitiveness of the Union's cybersecurity industry, ensure high cybersecurity standards throughout the Union and turn cybersecurity into a competitive advantage for other Union industries.
- Undertake these tasks in collaboration with the European Union Agency for Cybersecurity (ENISA) and the Cybersecurity Competence Community, as appropriate.
- In accordance with the legislative acts establishing the relevant programmes, in particular Horizon Europe and the Digital Europe Programme, use relevant Union financial resources in such a way as to contribute to the mission mentioned above.

The ECCC consists of about 40 staff members and manages an annual budget of approximately EUR 200 million per year.

The Centre is in Bucharest, Romania and English is the language used to exercise its tasks. For more information, please visit the [European Cybersecurity Competence Centre and Network](#) website.

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<sup>1</sup> Regulation (EU) 2021/887 of the European Parliament and of the Council of 20 May 2021 establishing the European Cybersecurity Industrial, Technology and Research Competence Centre and the Network of National Coordination Centres (europa.eu) [OJ L 202, 8.6.2021, p. 1–31](#)

## 2 About the job

Unlock your potential as a Procurement Officer at the ECCC, contributing to the effective and compliant delivery of procurement activities. In this role you will play a key role in **developing and implementing procurement policies**, ensuring sound financial management, and supporting contract lifecycle processes.

Working within the Finance and Procurement Sector, under the supervision of the Head of Finance and Procurement Sector and reporting to the Head of the People and Resources Unit, you will **manage and coordinate tender procedures**, provide expert procedural guidance, support evaluation committees, and collaborate closely with project managers on procurement processes. You will contribute to the successful delivery of key initiatives such as the Cyber Hubs and PQC testing infrastructure, as well as to cybersecurity programmes aligned with EU priorities.

### Duties and responsibilities

As a Procurement Officer at the ECCC, you will plan and carry out procurement procedures and manage the resulting contracts in full compliance with the EU Financial Regulation. Your responsibilities include the following areas:

#### Planning and Management of Procurement

- Plan and manage procurement procedures end-to-end
- Contribute to the preparation and updating of the ECCC Annual Procurement Plan.
- Ensure that each step in the procedure is properly documented, traceable and compliant with applicable rules and internal workflows;
- Provide advice and support on procurement matters.

#### Contract management

- Assist Contract Managers in the contractual and administrative follow-up of contracts, including:
  - Monitoring contractual deadlines, deliverables and options (e.g. extensions, renewals).
  - Supporting the processing of contract amendments.
  - Liaising with contractors on procurement-related aspects.

### **Develop procedures, tools and training**

- Contribute to the drafting, implementation and updating of internal procurement procedures, guidance notes, templates and checklists.
- Help identify and implement improvements to procurement and contract management workflows, including simplification and digitalisation initiatives.
- Contribute to information sessions or training activities for ECCC staff on procurement rules, procedures and tools.

### **Procurement planning, monitoring and reporting**

- Support the preparation, monitoring and reporting on the implementation of the ECCC Annual Procurement Plan, providing input on status, risks and corrective measures where needed.
- Contribute to internal and external reporting on procurement activities (e.g. statistics, indicators, lessons learned).

### **Horizontal tasks**

- Contribute to horizontal projects and initiatives within the Finance and Procurement function, such as internal control, risk management or audits in areas related to procurement.

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.

## **3 Eligibility and selection criteria**

### **3.1 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**

- Have the nationality of one of the EU Member States;
- Produce the appropriate character references;<sup>2</sup>

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<sup>2</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

- Be physically fit to perform your duties;<sup>3</sup>
- Fulfilled any obligations imposed by the applicable laws on military service of your country of nationality.

### Education<sup>4</sup> and Professional Experience

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.

### Languages

- You 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

## 3.2 Selection criteria

If the eligibility criteria set out in section 3.1 are met, 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.

### Essential

- Professional experience in tasks and responsibilities comparable to those described under “Duties and responsibilities”.
- 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**.

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<sup>3</sup>

Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

<sup>4</sup> Only qualifications issued by EU Member State authorities and qualifications recognized as equivalent by the relevant EU Member State authorities will be accepted.

- **Excellent command of English**, both written and spoken.

## Advantageous

- Experience in using **procurement and contract management databases and tools**, including systems such as **PPMT** (Public Procurement Management Tool) or similar platforms.
- Familiarity with **e-procurement platforms** and electronic tendering procedures is considered an asset.

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

- Strong **motivation to join the ECCC** and to carry out the assigned procurement tasks with commitment and professionalism.
- Ability to **set priorities**, plan work efficiently and **manage procurement timelines** to ensure timely delivery while respecting legal and procedural requirements.
- A **supportive, cooperative, and service-oriented approach**, with a proactive attitude towards colleagues and internal clients.
- A high level of **professional ethics, transparency, and accountability**, demonstrated in all procurement activities and interactions.

## 4 What do we offer?

The selected candidate will receive a competitive salary and adjusted according to the country correction coefficient.

In addition to the basic salary, staff members may be eligible for various allowances, including expatriation or foreign residence allowance, family allowances such as household allowance and dependent child allowance.

The ECCC prioritises the health and well-being of its employees. A comprehensive benefits package includes health insurance covering sickness, accidents, hospitalization, dental care, and preventive medicine. Family members can also be covered upon request.



**Equal opportunities** - The ECCC, as a Union body, applies a policy of equal opportunities and non-discrimination.



**Well-being** - Our comprehensive programme prioritises a healthy work-life balance, including amongst other reimbursements for fitness activities.



**Learning** - We provide access to a wide range of training programmes, learning resources and opportunities to expose yourself in other areas.



**Growth** - This position provides an opportunity to gain experience at a leading EU institution, furthering your professional development.



**Flexible Work Arrangement** - With our [hybrid working arrangements](#), staff members can enjoy a healthy balance between teleworking and office presence.



**Schooling** - The ECCC offers a comprehensive [schooling policy](#) for staff members and their dependent children attending top educational institutions in Bucharest.

## 5 Selection and appointment procedure

### 5.1.1 Conditions of employment

The selected candidate will be engaged by the Appointing Authority from the established talent pool (reserve list) as a Temporary Agent according to Article 2(f) of the CEOS. The Temporary Agent will undergo an initial probation period of nine months. The Temporary Agent post in question will be placed in group AST 4. The basic salary of a Temporary Agent, AST 4 (step 1) is **EUR 5 437.91** which is weighted by the local correction coefficient (72.9%).

The staff member may be entitled to various allowances, in particular to an expatriation (16 % of basic gross salary) or to a foreign residence allowance (4 % of basic gross salary) – depending on its particular situation, annual trip allowances, and to family allowances (depending on its personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance.

## 5.1.2 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.

### **5.1.3 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.

If you are included in the reserve list of suitable candidates for this selection procedure, your personal data may be shared - subject to your explicit consent - with other EU Agencies or Joint Undertakings<sup>5</sup> seeking to fill similar positions. This will allow you to be considered for additional job opportunities across multiple EU Agencies and Joint Undertakings, only if needed in the future. Your explicit consent will be sought each time another EU Agency or Joint Undertaking requests access to the reserve list of suitable candidates.

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<sup>5</sup> Participating Agencies and Joint Undertakings under the Memorandum of Understanding on sharing reserve lists include: the European Cybersecurity Competence Centre (ECCC), the European High Performance Computing Joint Undertaking (EuroHPC JU), the Agency for the Cooperation of Energy Regulators (ACER), the Chips Joint Undertaking (Chips JU), the Authority for Anti-Money Laundering and Countering the Financing of Terrorism (AMLA), the European Centre for the Development of Vocational Training (Cedefop), the European Banking Authority (EBA), the Clean Aviation Joint Undertaking (CA JU), and the European Union Agency for Railways (ERA).

## 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).

## Independence and declaration of interest

The successful candidate will be required to make a declaration of commitment to act independently in the ECCC's best interest and to make a declaration in relation to interests which might be considered prejudicial to her/his independence.

# 6 How to apply

Applications shall be sent by e-mail to the mailbox [recruitments@eccc.europa.eu](mailto:recruitments@eccc.europa.eu) quoting the vacancy reference: **ECCC/TA/2026/4.1/PRO**

### Applications must include:

1. [Application form](#) (of this vacancy note)
2. Curriculum Vitae (CV) in the European CV format<sup>6</sup>

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

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<sup>6</sup><http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

of the procedure if requested. The ECCC has the right to disqualify applicants who fail to submit all the required documents.

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

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](mailto: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 **19/06/2026, 23:59 (Bucharest time)**.

## 7 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.

## 8 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.
- Service Generated Data and Technical data, created and collected and created during use of IT tools, including IP address, device identifiers, etc.

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. 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?**

14. 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?**

15. We may share your personal data with third parties (processors) in order to process your personal data for the purposes outlined above. They are only allowed to process your personal data on our behalf and upon our explicit written instruction. Processors currently engaged are:
- [CAMMIO](#) B.V. conducting pre-recorded video interviews for the shortlisting of candidates under a contract with the ECCC;
  - [Testreach](#) offering an application for on- line written assessments for the selection of candidates under a contract with the ECCC;
  - EC PMO offering the [Advanced Gateway to your Meetings platform](#), used to exchange documents with candidates, under an SLA with the ECCC;
  - Microsoft Ireland operations Ltd for the provision of M365 service, acquired by the ECCC under DIGIT-073-00 SLA, used for receiving applications and relevant documents, conducting interviews and facilitating communication of candidates with the ECCC.
16. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
17. 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?**

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

### **WHAT QUALITY ASSURANCES DO WE COMPLY WITH?**

- 1.9. We process only the personal data which is necessary to achieve the purposes above.
- 1.10. Your personal data is only processed for as long as needed to achieve the purposes listed above. 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.
- 1.11. 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 and technical safeguards.

### **WHAT ARE YOUR RIGHTS?**

- 1.12. You have the right to request access to all personal data processed by us pertaining to you.
- 1.13. You have the right to rectification, *i.e.* to ask if any personal data pertaining to you that are inaccurate, are corrected.
- 1.14. You have the right to withdraw your earlier given consent for processing your personal data.
- 1.15. 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.

- 1.16. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- 1.17. 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.
- 1.18. 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.
- 1.19. 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](mailto: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 consult [Record No 7 - Recruitment of TAs, CAs, SNEs and Trainees](#) or address them to the data controller via [recruitments@eccc.europa.eu](mailto:recruitments@eccc.europa.eu)

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