

EUROPEAN CYBERSECURITY COMPETENCE CENTRE

Publication: External CA FGIV
 Title of Function: Human Resources Coordinator

Reference: ECCC/CA/2025/20/HRC

ANNEX II – APPLICATION FORM

Name / First Name:	
Nationality:	
Date of birth:	
Gender:	

ELIGIBILITY CRITERIA		
A level of education which corresponds to completed university studies of at least three years attested by a diploma; or where justified in the interest of the service, professional training of an equivalent level.	YES	NO
Produce the appropriate character references	YES	NO
Be physically fit to perform the duties involved;	YES	NO
Fulfilled any obligations imposed by the applicable laws on military service of your country of nationality.	YES	NO
Have the nationality of one of the EU Member States	YES	NO
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.	YES	NO

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

SELECTION CRITERIA

A. Essential

A university degree (Bachelor's or higher) in Human Resources, Psychology, Social Sciences, Communication, Law, Organisational Development, Business Administration, or related to the duties field

YES

NO

If yes, please indicate the degree and the university as well as number of years and subjects related to this job description (300 words maximum)

Proven experience of at least 3 years in similar tasks/responsibilities as required by the role as described under "Duties and responsibilities" section of the Vacancy Notice

YES

NO

If you answered "Yes" to the above, please provide specific examples from your career where you have demonstrated this criterion. (Maximum 300 words)

Excellent command of English	YES	NO
<p><i>If you answered "Yes" to the above, please provide specific examples from your career where you have demonstrated this criterion. (Maximum 300 words)</i></p>		

B. Advantageous

Experience working with institutions in their startup or early development phase	YES	NO
<p><i>If you answered "Yes" to the above, please provide specific examples from your career where you have demonstrated this criterion. (Maximum 300 words)</i></p>		

Professional experience in a similar role within an international company or organisation, gained outside the candidate's country of origin	YES	NO

*If you answered "Yes" to the above, please provide specific examples from your career where you have demonstrated this criterion.
(Maximum 300 words)*

MOTIVATION LETTER**What is your motivation to apply for this career opportunity? (300 words maximum)**

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

Date:.....

Signature:.....