

VACANCY NOTICE

Job Title	Community Engagement Coordinator
Contract type	Seconded National Expert
Reference number	ECCC/SNE/2025/18
Secondment duration	2 years (extendable ¹)
Unit	ED Office – Stakeholder Engagement
Place of employment	Bucharest, Romania
Deadline for applications	16 June 2025 23:59 Bucharest time

New deadline: 01 July 2025 23:59 Bucharest time

Contents

1	About the ECCC.....	2
2	About the job.....	3
	Duties and responsibilities:.....	3
3	Eligibility and selection criteria.....	4
	Eligibility criteria	4
	Selection criteria	4
4	What do we offer?.....	5
5	What are the conditions of Secondment?	6
6	Application procedure.....	7
7	Selection procedure	8
8	Protection of your personal data.....	9

¹ [ECCC Decision No GB 2025 3_rules and procedures SNE](#)

1 About the ECCC

The European Cybersecurity Industrial, Technology and Research Competence Centre (hereafter “ECCC” or “Centre”) was established by Regulation (EU) 2021/ 887². In accordance with 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 ECCC is located in Bucharest, Romania and English is the language used to exercise its tasks. For more information, you can visit the [European Cybersecurity Competence Centre and Network](#) website.

² 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 in a key role as the **Community Engagement Coordinator**. The ECCC aims through this call to establish a pool from which to source such talent.

Working under the supervision of the Executive Director and the respective Team Leader, you will **play a vital role in driving the ECCC's success** by building and growing a pan-European cybersecurity community, by engaging key stakeholders, organising events, and supporting registrations on [the ATLAS platform](#).

Duties and responsibilities:

As an SNE, you will fulfil a dual role: contributing your expertise to the ECCC while gaining new knowledge to bring back to your home administration. This exchange fosters mutual learning and strengthens cooperation between the ECCC and its partners.

Serving as an SNE at the ECCC means actively participating in an organisation that positively impacts the lives of EU citizens.

You will be supporting the ECCC in implementing activities focusing on stakeholder engagement, stakeholder management, communication, and dissemination. Additionally, you will contribute to the cybersecurity community and collaborate with the National Coordination Centres (NCC) Network, while supporting the following activities:

Stakeholder Mapping & Management

- **Strategy Implementation:** Support the development, execution, and monitoring of a comprehensive Stakeholder Engagement Strategy.
- **Stakeholder Identification and Management:** Identify and prioritise key Internal/External Stakeholders (e.g., EU institutions, national authorities, industry partners, academia) and maintain detailed records of stakeholder relationships and tailored engagement plans.
- **NCC Coordination:** Serve as the primary liaison with the NCC (National Cybersecurity Community) for onboarding and registering community members.
- **ATLAS Platform Enhancement:** Coordinate the development of new ATLAS functionalities, including AI agent-based solutions to improve stakeholder matchmaking and engagement processes.

Monitoring & Evaluation

- **Performance Measurement:** Apply metrics such as attendance rates, satisfaction surveys, and engagement KPIs to evaluate the effectiveness of outreach activities.
- **Reporting & Improvement:** Deliver insights and actionable recommendations to drive continuous improvement.

Content Development & Dissemination

- **Targeted Communication:** Draft newsletters, blog posts, and social media campaigns tailored to cybersecurity audiences.
- **Content Adaptation:** Translate technical information into accessible content for non-technical community members.

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:

- Have the nationality of one of the EU Member States or of a third country public authority with whom the ECCC has a working arrangement.
- Be employed by a public administration, either on a permanent or contract basis, for at least 12 months prior to the secondment.
- Remain in the service of that employer throughout the period of secondment.
- 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.
- Produce the appropriate character references.

3.2 Selection criteria

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

- Proven experience of at least 3 years in similar tasks/responsibilities as required by the role as described under **“Duties and responsibilities”**;

- Ability to draft clear, concise documents and deliver engaging presentations to diverse audiences.
- Competence in stakeholder engagement, community building, or project management.

Advantageous

- Proficiency with digital engagement tools, AI agents, or large-scale database management.
- Understanding of the EU cybersecurity regulatory landscape (e.g., NIS2, Cybersecurity Act, Cyber Resilience Act, Cyber Solidarity Act, GDPR, DORA, AI Act).

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

- Strong interpersonal and teamwork skills
- Strong motivation to join the ECCC and to perform the assigned tasks
- Ability to adapt technical content for non-technical audiences.

4 What do we offer?



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 health and 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. The experience you acquire will benefit both your home administration and the ECCC



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, providing support for their dependent children attending educational institutions in Bucharest, ensuring a balanced work-life environment.

5 What are the conditions of Secondment?

The legal base for the Seconded National Experts (SNEs) is the [ECCC DECISION No GB/2025/3](#) of the European Cybersecurity Industrial, Technology and Research Competence Governing Board on the rules and procedures for the Seconded National Experts (SNE).

The SNE is entitled, throughout the period of the secondment, to a daily subsistence allowance³ and a monthly subsistence allowance, applicable to the place of secondment.⁴

These allowances are intended to cover the SNE's living expenses in the place of secondment on a flat-rate basis and shall in no circumstances be construed as remuneration paid by the Agency. Subsistence allowances shall be payable for every day of the week, including periods of mission, annual leave, special leave and holidays granted by the ECCC.

For the purposes of this vacancy, the public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

The persons covered by these rules must have worked for their employer on a permanent or contract basis for at least 12 months before their secondment and shall remain in the service of that employer throughout the period of secondment.

³ the daily subsistence allowance paid pursuant to Article 17(1) of Decision C(2008)6866: 175,38 €

⁴ the monthly subsistence allowance paid pursuant to Article 17(1) of Decision C(2008)6866 on the basis of the distance between the place of origin/recruitment and the place of secondment. Distance between place of origin and place of secondment (km) - Amount in €, 0-150 km - 0 € | > 150km - 112,73€ | > 300km - 200,41 € | > 500km - 325,70€ | > 800km - 526,12€ | > 1300km - 826,77€

The SNE's employer shall thus undertake to continue to pay his salary, to maintain his administrative status (permanent official or contract staff member) throughout the period of secondment and to inform the responsible Unit of the ECCC of any change in the SNE's situation in this regard. The SNE's employer shall also continue to be responsible for all his social rights, particularly social security and pension. The termination of or change in the SNE's administrative status (permanent official or contract staff member) may lead to the termination of his secondment by the ECCC, without notice, in accordance with Article 11(2)(c).

6 Application procedure

Applications shall be sent by e-mail to the mailbox recruitments@eccc.europa.eu quoting the vacancy reference: ECCC/SNE/2025/18

Applications must include:

1. Application form ([Annex II – Application form](#) of this vacancy note)
2. Curriculum Vitae (CV) in the European CV format⁵
3. Proof of the National Administration [Authorisation Form](#) (Employer authorisation for SNE applicant) provided on the ECCC website.

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.**

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.

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.

⁵ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

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.

7 Selection procedure

- 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 call 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;
- The best-qualified applicants, who obtained the highest number of points, are short-listed for an interview, which may be complemented by a written competency test;
- The interview and written test are conducted in English. In case English is a mother tongue of an applicant, some interview or test questions may be held in language indicated by the applicant on the application form as the 2nd EU language.
- During the interview and the written test, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;
- After the interviews and test, 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;
- Applicants put on the reserve list may also be used for secondment to a similar post

- depending on the needs of the ECCC and budgetary situation as long as the reserve list is valid;
The reserve list established for this selection shall be valid until **31 December 2026** (the validity period may be extended);
- 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.

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.

8.1 Which Of Your Personal Data Do We Process?

8.1.1 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.

8.1.2 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.

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.

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.

8.2 For What Purposes Do We Process Your Personal Data?

1. 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).

8.3 To Whom Do We Send Your Personal Data?

1. 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.

2. We may be legally obliged to share your personal data with competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies.
3. 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.

8.4 Where Do We Process Your Personal Data?

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

8.5 What Quality Assurances Do We Comply With?

1. We do our utmost best to process only those personal data which are necessary to achieve the purposes above.
2. 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. If you are not recruited, your personal data is kept for 5 years after the expiry of the reserve list. If you are not on a reserve list, your personal data is kept for 5 years after the notification of non-selection.
3. 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.
4. In compliance with Article 46 of 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 and until the ECCC is fully established and the transition period is over, the ECCC will use the data protection record adopted

by the European Commission. During this period, the ECCC will also use the services of the Data Protection Officer of the European Commission.

8.6 What Are Your Rights?

1. You have the right to request access to all personal data processed by us pertaining to you.
2. You have the right to rectification, i.e. to ask if any personal data pertaining to you that are inaccurate, are corrected.
3. You have the right to withdraw your earlier given consent for processing your personal data.
4. 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.
5. You have the right to restriction instead of deletion, i.e. to request that we limit the processing of your personal data.
6. 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.
7. 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.
8. 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:
9. State clearly which right you wish to exercise; and
10. Your request should be accompanied by a digitally scanned copy of your valid identity card proving your identity.
11. 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.

12. If you have any complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to recruitments@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>).