

**CALL FOR EXPRESSION OF INTEREST  
CONTRACT AGENTS 3(a)  
Ref.: ECCC/CA/2024/15/Call for expression of interest/FGII/AA – Administrative Assistant**

**External selection procedure to constitute a reserve list  
Place of employment: Bucharest**

**Deadline for application: 06/09/2024 at 23:59, EEST (UCT+3)**

The European Cybersecurity Competence Centre (ECCC) is organising a Call for Expression of Interest in view of establishing a Reserve List for the following profiles:

**Administrative Assistant (AA)**  
Contract Agent, FGII

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## 1. Introduction

### We are

The European Cybersecurity Industrial, Technology and Research Competence Centre (hereafter “ECCC”) 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.

This mission is translated into objectives and tasks of the ECCC, which are specified respectively in articles 4 and 5 of the referred Regulation.

The ECCC is made up of 38 staff and is managing a budget of about EUR 150 million per year.<sup>2</sup>

The ECCC is located in Bucharest. English is the language commonly used to exercise its tasks.

For further information, please consult the following website: [European Cybersecurity Competence Centre and Network \(europa.eu\)](https://europa.eu/european-cybersecurity-competence-centre)

## 2. Description of the job

As member of the ECCC, the Administrative Assistant will work under the supervision of the Executive Director/ Head of Unit.

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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](https://eur-lex.europa.eu/eli/reg/2021/887/oj)

<sup>2</sup> Staff and budget numbers based on projections for 2023.

## Duties and responsibilities

- Provide administrative support to the Executive Director/ Heads of Unit and other staff members regarding the activities of the ECCC, following up on actions and deadlines.
- Maintain the calendar, answer the telephone, greet and screen visitors, respond to general inquiries, and act as an interface with external correspondents.
- Open/register/filter/assign/distribute incoming mail (paper and electronic), manage ECCC mailboxes, keep mailing lists up to date, prepare and record outgoing correspondence.
- Enforce task allocation and deadlines, collect and compile inputs from ECCC staff, format briefings, reports, guidelines and other ECCC documents.
- Manage documents (register, file, copy, provide access) taking account of relevant provisions on security and data protection, organise and run archives, handle correspondence.
- Organise and coordinate meetings and workshops (reservation rooms, order catering, security measures, compiling presentations and other contributions, agenda, follow-up, minutes) for internal and external participation.
- Enter data, manage administrative and financial databases, generate reports.
- Monitor staff issues for the ECCC: holiday planning, absences, trainings, missions, etc.
- Procure and coordinate office supplies and services.
- Assist/ Support the financial team in their tasks.
- Contribute to ECCC operations in any other relevant way as and when required.

Some travel to Brussels and other locations in the EU may be required.

## 3. Eligibility and selection criteria

### 3.1. Eligibility criteria

In order to be eligible, candidates for both profiles must fulfill by the closing date for applications and maintained throughout the selection procedure and appointment the following criteria:

- Have a level of post-secondary education attested by a diploma OR a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years;
- Have the capacity to work in the language of the ECCC necessary for the performance of their duties;
- Be a national of a Member State of the European Union.
- Be entitled to her/his full rights as a citizen;
- Have fulfilled any obligations imposed by the applicable laws concerning military service.

- Produce the appropriate character references as to their suitability for the performance of duties of the post<sup>3</sup>.
- Have a thorough knowledge of one of the official EU languages and a satisfactory knowledge (at least at the B2 level or equivalent) of another of these languages to the extent necessary for the performance of their duties (candidates are invited to specify in their CV possible language certificates they have obtained and which can demonstrate their language skills).
- Be physically fit to perform the duties linked to the post. Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in line with the requirement of Art. 12(2) (d) of the Conditions of Employment of Other Servants (CEOS)<sup>4</sup>.

### 3.2. Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria:

#### **Essential**

- A level of education which corresponds to completed post-secondary education attested by a diploma OR a level of education which corresponds to completed secondary education attested by a diploma giving access to post-secondary education, followed by at least 3 years of relevant professional experience (related to the nature of the tasks and qualifications indicated in the Description of the job).
- Proven professional experience with tasks closely related to those described in section '2. Description of the job';
- Proven professional experience working with Administrative/ Financial/ HR IT/ applications, tools and/or databases;

Only qualifications issued or recognized as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

#### **Advantageous**

- Proven professional experience as an administrative assistant within a European Institution, Agency or Body;
- Proven professional experience working with Staff Regulations, Conditions of Employment of other servants of the European Union, and the EU Financial Regulations or with other similar regulatory frameworks.

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<sup>3</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.

<sup>4</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>

- Proven professional experience working with ABAC

In order to be evaluated in the best possible way, candidates are recommended to give evidence of their knowledge with specific examples and/or detailed professional experience.

Candidates are invited to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences in their application form.

Failure to comply with eligibility or essential selection criteria will result in a disqualification of the applicant concerned.

Behavioural (some of the following criteria will be tested during the interview)

- Excellent analytical, problem solving and organizational skills
- Strong sense of responsibility, commitment and cooperation
- Ability to communicate clearly, negotiate, multitask, prioritise and meet tight deadlines
- Service oriented, results-driven, flexible and autonomous attitude
- Very good adaptability and resilience skills
- Very good team player

#### 4. Application procedure

Applications must only be sent by e-mail to the mailbox CNECT-ECCC-VACANCIES-1@ec.europa.eu quoting the reference and the profile. For each of the two profiles, a separate application must be sent.

**Applications must include:**

1. [APPLICATION FORM](#)
2. Curriculum Vitae (CV) in the European CV format<sup>5</sup>

All documents mentioned above must be submitted and should be **named starting with the family name of the candidate.**

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. CVs not provided in the European CV format or incomplete will not be considered.**

Candidates are advised to apply using an e-mail address that will remain valid for several

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

months: candidates that will leave their job in the coming months are advised not to use their professional e-mail address.

When filling in their application, candidates are requested to provide examples of their professional experiences and competences.

Candidates are asked to report any potential change of contact details without delay, to the e-mail address above.

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

For each profile, any new application made by a candidate with the same e-mail address will automatically erase and replace the previous application for that position.

**Closing date** Applications must be completed and submitted by **06/09/2024 23:59 EEST** (Eastern European Summer Time, UTC+3).

## 5. Selection procedure

A Selection Committee will be nominated by the Executive Director of the ECCC.

### 5.1. Eligibility check

Candidates' eligibility (see eligibility criteria above) will be checked based on the information provided in the application form in EU-CV online. Supporting documents will be requested at a later stage.

### 5.2. Assessment of eligible applications

The Selection Committee will analyse the information provided in the Application form and CV, with reference to the Selection criteria (essential and advantageous) listed above.

Submitted applications that do not meet one or more of the essential selection criteria will not be evaluated further.

Upon completion of the assessment, the Selection Committee will establish a shortlist of pre-selected candidates reaching the threshold agreed by the Selection Committee and matching best the needs of the ECCC for the functions and responsibilities mentioned in this Call for expression of interest.

The pre-selected candidates will be invited for an interview and a written test, which will both be held in Bucharest, or remotely.

The interview and written test will assess the candidate's suitability with regard to the job description and selection criteria, including behavioural, under **section 3.2. Selection criteria** of this Call for expression of interest.

### 5.3. Reserve list

On the basis of the above procedure, the Selection Committee will establish a reserve list of eligible candidates who have obtained the highest score during the interview and written test and reaching the highest scores. Candidates will be placed on the reserve list in the order of their scores.

The reserve list will be valid until 31 December 2025 and may be extended at the discretion of the Appointing Authority of the ECCC. Candidates should note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

A second round of interviews may be organized by the ECCC before the offer of a contract of employment.

## 6. Appointment

The recruitment will take place upon a decision of the authority authorised to conclude contracts of employment of the ECCC.

The Executive Director will select successful candidates from the reserve list and offer them a post. A binding commitment can only be made after the verification of all conditions<sup>6</sup> and will take the form of a contract signed by the ECCC Executive Director.

## 7. Conditions of employment

The successful candidate will be appointed by the Appointing Authority of the ECCC as contractual agent pursuant to Article 3(a) of the Conditions of Employment of Other Servants (CEOS) of the European Union, for an initial period of 2 years, which may be renewed. Thereafter, any further renewal shall be for an indefinite period.

For all applicants, the grade offered is Contractual Agent function group II.

The salaries of contract staff 3(a) are subject to a European Union tax deducted at source. Contract staff 3(a) are exempted from national tax on salary and are members of the EU social security and pension schemes.

In addition to their basic salary, staff members may be entitled to various allowances, if applicable (e.g. expatriation allowance, household allowance, dependent child allowance and education allowance).

For any further information on contractual and working conditions, please refer to the Staff Regulations of Officials and the Conditions of Employment of Other Servants (CEOS) of the European Union, which is available on the following web page:

[EUR-Lex - 01962R0031-20210101 - EN - EUR-Lex \(europa.eu\)](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20210101:EN:PDF)

The place of employment is Bucharest, where the ECCC premises are located.

English is the language that is commonly used in the exercise of the tasks.

## 8. Equal opportunities

The ECCC, as a Union body, applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations<sup>7</sup>.

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<sup>6</sup> Before the appointment, a successful candidate shall undergo a medical examination by the medical services of the Commission in order that the ECCC may be satisfied that she/he fulfils the requirement of article 28(e) of the Staff Regulation of the Officials of the European Union.

<sup>7</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

## 9. Applicants' privacy policy in the context of selection and recruitment

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.

For more explanations on data protection, please see the annexed privacy statement.

## 10. Appeals

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

Request for review of the decision taken by the Selection Committee

A candidate who feels that she/he has been treated incorrectly may ask to have her/his application reconsidered by sending, within 10 calendar days of the date of notification, a request for review via e-mail to: CNECT-ECCC-VACANCIES-1@ec.europa.eu. The candidate should quote the number of the selection procedure concerned and address the request to the Chairman of the Selection Committee.

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the request.

If a candidate considers that she/he has been adversely affected by a decision of the Selection Committee, she/he can lodge a complaint under article 90(2) of the Staff Regulations within the time limits provided for at the following address:

***Luca Tagliaretti, Executive Director, ECCC  
Polytechnic University in Bucharest - CAMPUS Centre  
Strada Splaiul Independenței nr. 313,  
Sector 6 București, cod poștal 060042***

The complaint must be lodged within three months. The time limit for initiating this type of procedure starts to run from the time the ECCC informs the candidate by e-mail<sup>8</sup>.

Complaint to the European Ombudsman

It is also possible to lodge a complaint with the European Ombudsman pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the statute of the Ombudsman and the implementing provisions adopted by the Ombudsman.

Complaints made to the Ombudsman have no suspense effect on the period laid down in the Article 91 of the Staff Regulations. Note also, that under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the

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<sup>8</sup> See the Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://europa.eu/eur-lex>



Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

## ANNEX I – PROTECTION OF YOUR PERSONAL DATA

### 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 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 to provide 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 AND WHAT IS THE LEGAL BASIS FOR THIS?**

- 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 other third party than the ones mentioned without your explicit consent to do so. However, we may send anonymised data to other organisations that may use those 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 where 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 are kept for 5 years after expiry of the reserve list. If you are not on a reserve list, your personal data are kept for 5 years after the notification of non-selection.
- 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.

1.13. 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.

## WHAT ARE YOUR RIGHTS?

- 1.14. You have the right to request access to all personal data processed by us pertaining to you.
- 1.15. You have the right to rectification, *i.e.* to ask that any personal data pertaining to you that are inaccurate, are corrected.
- 1.16. You have the right to withdraw your earlier given consent for processing of your personal data.
- 1.17. 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.
- 1.18. You have the right to restriction instead of deletion, *i.e.* to request that we limit the processing of your personal data.
- 1.19. 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 if we demonstrate compelling legitimate grounds which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims.
- 1.20. 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.
- 1.21. 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 [CNECT-ECCC-VACANCIES@ec.europa.eu](mailto:CNECT-ECCC-VACANCIES@ec.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 complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to [CNECT-ECCC-VACANCIES-1@ec.europa.eu](mailto:CNECT-ECCC-VACANCIES-1@ec.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>).