

VACANCY NOTICE

Job Title	Human Resources Coordinator
Contract type	CA FGIV
Reference number	ECCC/CA/2025/20/HRC
Secondment duration	2 years (full-time) – renewable
Unit	Corporate Services Unit
Place of employment	Bucharest, Romania
Deadline for applications	18 August 2025 – 23:59 Bucharest time NEW DEADLINE 29 August 2025 - 23:59 Bucharest time

Contents

1	About the ECCC	2
2	About the job	3
3	Eligibility and selection criteria	4
4	What do we offer?	5
5	Selection and appointment procedure	7
6	How to apply	9
7	Appeals	10
8	Protection of your personal data	10

1 About the ECCC

The European Cybersecurity Industrial, Technology and Research Competence Centre (hereafter “ECCC” or “Centre”) was established by Regulation (EU) 2021/ 887¹. 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.

¹ 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](#)

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 About the job

Unlock your potential as the Human Resource Coordinator. The ECCC is launching this call to establish a talent pool for this pivotal position.

As an HR Coordinator, you will play a central role in building up our young organisation by supporting and enhancing the employee lifecycle. Your responsibilities will include coordinating and implementing core HR processes such as employer branding, talent attraction, recruitment, onboarding, performance management, and staff development. You will also develop and maintain dashboards and reporting tools to generate actionable workforce insights, around which you will design and implement employee experience projects. Through your work, you will help shape the culture and future of the ECCC, ensuring a positive and engaging environment for all staff.

Duties and responsibilities

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

- Coordinate and support the full cycle of HR processes, including employer branding, talent attraction, recruitment, onboarding, performance management, and staff development.
- Design, implement, and manage employee experience projects, incorporating agile HR practices.
- Develop and maintain dashboards and reporting tools to monitor and analyse workforce data.
- Leading the implementation of HR IT tools to enhance the overall employee experience.
- Draft briefing notes, progress reports, and management summaries for internal and management audiences.

- Serve as a point of contact for staff, providing guidance on HR matters and fostering a positive and supportive work environment.

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:

- Have the nationality of one of the EU Member States;
- Produce the appropriate character references;²
- Be physically fit to perform your duties;³
- Have fulfilled any obligations imposed by the applicable laws on military service of your country of nationality.

Education⁴

- Have 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.

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.

² 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.

³ 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>

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

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

- 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.
- Proven experience of at least 3 years in similar tasks/responsibilities as required by the role as described under "Duties and responsibilities";
- Excellent command of English.

Advantageous

- Experience working with institutions in their startup or early development phase;
- Professional experience in a similar role within an international company or organisation, gained outside the candidate's country of origin.

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

- Strong motivation to join the ECCC and to perform the assigned tasks;
- Commitment to promoting diversity, inclusion, and a positive workplace culture;
- Ability to work independently and reliably under pressure and tight deadlines.

4 What do we offer?

The selected candidate will receive a competitive salary. The remuneration of a staff member consists of a basic salary (currently EUR 4 319,72 for FGIV/13 step 1) which will be weighed by the correction coefficient⁵ (72.1%). 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

⁵ The correction coefficient is subject to a regular update.

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.

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.

In addition, the ECCC offers:



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 Selection and appointment procedure

5.1.1 Conditions of employment

The selected candidate will be engaged by the Appointing Authority from the established reserve list.

The successful candidate will be appointed by the Appointing Authority of the ECCC as a Contract Agent in Function Group IV, 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, including a probationary period of nine (9) months with the possibility of contract renewal.

5.1.2 Selection and assessment of the applications

- For each selection process, a Selection Committee is nominated by the Appointing Authority 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.
- Please note that reference checks may be conducted as part of the selection process. Candidates may be asked at a later stage to provide contact details of their current and/or former supervisors, as well as peers and/or subordinates, for the purpose of obtaining references regarding their professional experience and conduct.

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 31/12/2027 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.

5.1.4 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).

5.1.5 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 talent@eccc.europa.eu quoting the vacancy reference: ECCC/CA/2025/20/HRC.

Applications must include:

1. Application form ([Annex II – Application form](#) of this vacancy note)
2. Curriculum Vitae (CV) in the European CV format⁶

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.

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

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 talent@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 **29/08/2025, 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)
CAMPUS Centre Polytechnic University in Bucharest
Strada Splaiul Independenței nr. 313
060042 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.

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 behaviour.
- 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. 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.
- 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 if 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 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 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 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 complaints regarding the processing of your personal data by us, you may always contact us by sending an e-mail to recruitments@ecccc.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>).