

## VACANCY NOTICE

<b>Job Title</b>	Talent Pool - Multiple Profiles
<b>Contract type</b>	CA FGIV
<b>Reference number</b>	ECCC/CA/2026/6.1/MULTI
<b>Contract duration</b>	2 years (full-time) - renewable
<b>Unit</b>	Multiple Units
<b>Place of employment</b>	Bucharest, Romania
<b>Deadline for applications</b>	01/07/2026 - 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 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.

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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 at the ECCC. Through this call, the ECCC aims to establish a talent pool from which to source the best talent. Unleash your potential and thrive in various dynamic roles in the areas of Cyber Security Officer (Profile A), Cyber Programme Officer (Profile B), Finance Officer (Profile C) and Procurement Officer (Profile D), working under the supervision of the Head of Sector and reporting to the Head of Unit.

You will support the mandate of the ECCC and ensure that the Centre achieves its objectives, enhances its reputation, and answers stakeholders' needs.

You will be able to apply to one or multiple role profiles listed below. Your tasks will include a wide range of responsibilities that extend beyond the following list:

### Duties and responsibilities

#### Profile A — Cyber Security Officer

**Summary:** As a **Cyber Security Officer**, you will help safeguard the ECCC's information, systems and operations, and contribute to the cybersecurity dimension of the programmes managed by the Centre. You will support the implementation of information security policies, the protection of classified and sensitive non-classified information, and the management of cyber risks across the Centre and its activities.

#### Main tasks:

- Contribute to the design, implementation and continuous improvement of the ECCC's information security management framework, in line with EU and applicable international standards.
- Identify, assess and monitor cyber risks affecting the ECCC, propose mitigation measures and follow up on their implementation.
- Support the protection of classified and sensitive non-classified information, including the application of EU security rules and the handling of related procedures.
- Contribute to cybersecurity awareness, training and exercises for ECCC staff and stakeholders.

## Profile B — Programme Officer

**Summary:** As a **Programme Officer**, your main focus will be supporting the preparation and implementation of calls for proposals under the Digital Europe and Horizon Europe programmes. You will oversee grant agreements and monitor project milestones to ensure the effective use of Union funds. You will also contribute to the Work Programmes and foster collaboration with the ECCC Stakeholders.

### Main tasks:

- Support calls for proposals under Digital Europe and Horizon Europe and lead the preparation of grant agreements.
- Monitor projects and ensure compliance with grant rules, including amendments, reporting, payments and audits.
- Identify risks and propose solutions to keep projects on track.
- Guide beneficiaries on project implementation and reporting.
- Share project results with ECCC governance bodies and stakeholders, and contribute to corporate reporting, including the Consolidated Annual Activity Report.

## Profile C — Finance Officer

**Summary:** As a **Finance Officer**, you will support the in the sound financial management of the EU funds entrusted to the Centre. You will contribute to the planning, execution, monitoring and control of the ECCC's administrative and operational budget, ensuring that all financial transactions are carried out in accordance with the applicable EU Financial Regulation, the ECCC financial rules, and the internal control standards.

### Main tasks:

- Act as Financial Initiating Agent for commitments, de-commitments, recovery orders and payments (pre-financing, interim and final), ensuring transactions are correct, compliant and in line with legal commitments.
- Work with programme managers and colleagues on the financial aspects of calls for proposals and tenders, grant agreements, procurement and expert contracts, and other managed actions.

- Support the contractual and financial preparation and follow-up of grants and procurement files.
- Provide contractual and financial analysis and advice across the full expenditure lifecycle (commitment to closure) for ECCC-managed grants, contracts and other legal commitments.
- Advise colleagues on financial practices, eligibility rules, cost reporting, and the budgetary and financial provisions applicable to ECCC programmes and actions.

## Profile D — Procurement Officer

**Summary:** As a **Procurement Officer**, you will support the ECCC's Finance and Procurement function in planning and conducting procurement procedures and in managing the resulting contracts, in full compliance with the EU Financial Regulation, the ECCC Financial Rules and the EU public procurement rules.

### Main tasks:

- Plan and run procurement procedures from start to finish.
- Advise operational and corporate stakeholders on procurement matters.
- Support Contract Managers in following up on contracts, including deadlines, deliverables and options (e.g. extensions, renewals).
- Draft and update internal procurement procedures, templates and checklists, and run training sessions for ECCC staff on procurement rules and tools.
- Help prepare, monitor and report on the ECCC Annual Procurement Plan, flagging status, risks and corrective measures.

## 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;<sup>2</sup>
- 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>

- 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.

## 3.2 Selection criteria

The suitability of candidates will be assessed against the following criteria in different phases and steps of the selection procedure. Certain criteria will be assessed/scored only for longlisted/shortlisted applicants during tests and respective interviews.

### Essential Selection Criteria - For all profiles (Profile A – Profile D)

- Strong motivation to join the ECCC;
- **University degree related** to the duties outlined in the profile(s) that you apply to;
- **At least one year of relevant professional** experience in relation to the profile(s) that you apply to;
- Agility as well as openness to adopt and drive change;

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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.

<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.

- Ability to build trust and collaborate as a valued team member;
- Eagerness to develop professionally as well as the ability to learn;
- Inherent ability to take ownership and accountability;
- A strong sense of integrity and transparency;
- Excellent command of English.

### **Advantageous**

- Professional experience in a similar role within an international company or organisation, gained outside the candidate's country of origin.

## 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 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 in 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, including a probationary period of nine (9) months with the possibility of contract renewal.

The remuneration of a staff member consists of a basic salary (currently EUR **4 449,31** for FGIV/13 step 1) which will be weighed by the 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, candidates will be invited for a video interview (this might also be in form of pre-recorded video interview) and/or a remote written test;
- The Selection Committee scores the candidates in accordance with the selection criteria;
- 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;
- Interviews and written tests are predominantly conducted in English. In case English is the mother tongue of a candidate, interview and/or written test questions may be asked in the language indicated as their 2nd EU language;
- 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 for each profile which can be used to fill also other positions within the ECCC. The talent pool reserve list will be valid **until 31/12/2026** 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.

### **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.

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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).

## 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/CA/2026/6.1/MULTI**

**Please note that candidates wishing to be considered for more than one profile are required to submit details for each profile in the same application form.**

### **Applications must include:**

1. Application form ([Annex II – 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.

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 **01/07/2026, 23:59 (Bucharest time)**.

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

## 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.
12. 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.
13. 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?**

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

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

19. 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>).