Directorate-General for Digital Services- DIGIT

Publication of a vacancy for the function of Director CERT-EU (Grade AD 14)

(Article 29(2) of the Staff Regulations)

COM/2023/10439

We are

DIGIT contributes to the transformation and modernisation of the Commission departments, institutions and agencies towards a future where we collectively set the benchmark for modern and efficient administrations, working better together.

DIGIT aims to position the European Commission as a data-driven, user-centric and cybersecure organisation, by pursuing the following strategic objectives:

- Staff think digital first and embrace the new digital ways of working and collaboration, fostering innovation
- The digital aspect of any policy initiative is taken into account from the start and is based on data and user needs
- Business transformation is supported by a streamlined IT landscape under an effective corporate IT Governance
- IT infrastructure is secure, reliable, cost-effective and environmentally friendly in line with the political priorities of the Commission
- The Commission's data and systems are well protected and cyber resilient.

CERT-EU's mission is to contribute to the security of the unclassified ICT environment of all EU institutions, bodies, offices and agencies (its 'constituents'), by advising them on cybersecurity, by helping them to prevent, detect, handle, mitigate, respond to and recover from incidents and by acting as their cybersecurity information exchange and incident response coordination hub.

In addition, CERT-EU will have a strategic role to support the constituents with the implementation of the Cybersecurity Regulation. This will include issuing calls for action describing urgent security measures, and proposing to the Interinstitutional Cybersecurity Board guidance documents and recommendations addressed to the constituents, with a view to contributing to the longevity of the Regulation in the dynamic field of cybersecurity.

We propose

The position of Director of CERT-EU to meet the increasing challenges related to CERT-EU's mission.

The successful candidate will lead a task force of highly qualified cyber security experts in close cooperation with the technical teams of the constituents and under supervision of an interinstitutional steering board. He/she will cooperate with the CERTs of the EU Member States, actively participate in international CSIRT (Computer Security Incident Response Team) communities and make use of tools and services provided by specialised commercial suppliers.

The Director is based in Brussels, as is the CERT-EU task force, comprising around 50 staff.

We look for (selection criteria)

Candidates should have:

<u>**Personal qualities**</u>

- strong inter-personal skills and the capacity to develop and maintain excellent relationships with other services in the Commission, with other EU Institutions, bodies and agencies and Member States' CERTs;
- a cooperative and can-do approach to achieving the CERT-EU's mission in close cooperation with other directors in DIGIT;
- ability to communicate efficiently with internal and external stakeholders; awareness of the sensitivity and public relations implications of the role, as well as an acute sense of confidentiality, diplomacy and tact;
- excellent analytical skills, capacity to identify key points, develop and generate strategic goals and translate them into practical proposals for action.

<u>**Specialist skills and experience**</u>

- proven understanding and ability to address the challenges facing large organisations during a digital transformation process;
- proven experience in the field of cybersecurity, information security and communication technology with a security component, including in management of operational cybersecurity centres and incident handling (prevention, detection, mitigation and response) services;
- good understanding of the Commission's policies and strategic goals as well as its decision-making process; ability to identify high level strategic action plans, in particular from a cyber-security perspective;
- experience in EU-level cyber-security policy implementation would be an additional asset.

<u>**Management skills**</u>

- proven experience in effective planning and management of human resources (large multinational, multilingual and multicultural teams) and budgets (in particular, understanding standard cost models and mechanisms of cost distribution, reporting and accountability);
- leadership and ability to inspire, direct and motivate a large, constantly changing team of highly competent IT and administrative professionals; excellent management skills and ability to lead a service-oriented organisation in a multicultural environment;
- proven background and practical experience running large cybersecurity projects;
- proven experience in addressing the challenges caused by new ways of working, both from an organisational perspective and from its implications for evolving attack surfaces exposed to cyber threats.

Candidates must (eligibility requirements)

Candidates will only be considered for the selection phase on the basis of the following formal requirements to be fulfilled **by the deadline for applications**:

- Nationality: candidates must be a citizen of one of the Member States of the European Union.

- University degree or diploma: candidates must have:

  - either a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is 4 years or more;

  - or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least 1 year when the normal period of university education is at least 3 years (this one year's professional experience cannot be included in the postgraduate professional experience required below).

- Professional experience: candidates must have at least 15 years postgraduate professional experience [1] at a level to which the qualifications referred to above give admission.

- Management experience: at least 5 years of the post-graduate professional experience must have been gained in a high–level management function [2].

- Languages: candidates must have a thorough knowledge of one of the official languages of the European Union[3] and a satisfactory knowledge of another of these official languages. Selection panels will verify during the interview(s) whether candidates comply with the requirement of a satisfactory knowledge of another official EU language. This may include (part of) the interview being conducted in this other language.

- Age limit: candidates must not have reached regular retirement age, which for officials of the European Union is defined as being the end of the month in which the person reaches the age of 66 years (see Article 52 lit (a) of the Staff Regulations [4]).

Selection and appointment

The selection and appointment will be conducted according to the European Commission's selection and recruitment procedures (see: Document on Senior Officials Policy [5]).

As part of this selection procedure, the European Commission sets up a pre-selection panel. This panel analyses all applications, proceeds with a first eligibility verification and identifies candidates having

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[1] Professional experience is only taken into consideration if it represents an actual work relationship defined as real, genuine work, on a paid basis and as employee (any type of contract) or provider of a service. Professional activities pursued part-time shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked. Maternity leave / parental leave / leave for adoption is taken into consideration if it is in the framework of a work contract. PhDs are assimilated to professional experience, even when unpaid, but for a duration of three years maximum, provided that the PhD has been successfully completed. A given period may be counted only once.

[2] In their curriculum vitae, candidates should clearly indicate for all years during which management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers.

[3] http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:01958R0001-20130701&qid=1408533709461&from=ENhttps://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01958R0001-20130701

[4] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20140701

[5] https://commission.europa.eu/jobs-european-commission/job-opportunities/managers-european-commission_en#documents (only exists in English)

the best profile in view of the selection criteria mentioned above, and who may be invited for an interview with the pre-selection panel.

Following these interviews, the pre-selection panel draws up its conclusions and proposes a list of candidates for further interviews with the European Commission's Consultative Committee on Appointments (CCA). The CCA, taking into consideration the conclusions of the pre-selection panel, will decide on the candidates to be invited for an interview.

Candidates who are called for an interview with the CCA participate in a full-day management assessment centre run by external recruitment consultants. Taking account of the results of the interview and the report of the assessment centre, the CCA establishes a shortlist of candidates it considers suitable for the function.

Candidates on the CCA shortlist will be interviewed by the relevant Member(s) of the Commission.

Following these interviews, the European Commission takes the appointment decision.

The selected candidate must have fulfilled any obligations imposed by law concerning military service, produce appropriate character references as to their suitability for the performance of their duties and be physically fit to perform their duties.

The selected candidate should hold, or 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).

Until the personal security clearance has been granted by the Member State concerned and the clearance procedure completed with the legally required briefing from the European Commission's Security Directorate, the candidate will not be able to access EU Classified Information (EUCI) at the level of CONFIDENTIEL UE/EU CONFIDENTIAL or above, nor attend any meetings at which such EUCI is discussed.

Equal opportunities

In accordance with Article 1d of the Staff Regulations, the European Commission pursues a strategic objective of achieving gender equality at all management levels by the end of its current mandate and applies an equal opportunities policy encouraging applications that could contribute towards more diversity, gender equality and overall geographical balance.

Conditions of employment

The salaries and conditions of employment are laid down in the Staff Regulations.

The selected candidate will be recruited as an official at grade AD14. He / she will be classified depending on the length of his / her previous professional experience in step 1 or step 2 within that grade.

The selected candidate should note the requirement under the Staff Regulations for all new staff to complete successfully a nine-month probationary period.

The place of employment is Brussels, Belgium.

Independence and declaration of interests

Candidates will be required to make a declaration of commitment to act independently in the public interest and to declare any interests, which might be considered prejudicial to his/her independence.

Important information for candidates

Candidates are reminded that the work of the selection panels is confidential. It is forbidden for candidates to make direct or indirect contact with their individual members or for anybody to do so on their behalf. Any query has to be addressed to the secretariat of the respective panel.

Protection of personal data

The Commission will ensure that candidates' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council [6]. This applies in particular to the confidentiality and security of such data.

Application procedure

Before submitting your application, you should carefully check whether you meet all eligibility requirements ('Candidates must'), particularly concerning the types of diploma, high-level professional experience as well as linguistic capacity required. Failure to meet any of the eligibility requirements means an automatic exclusion from the selection procedure.

If you want to apply, you must register via the Internet on the following website and follow the instructions concerning the various stages of the procedure:

https://ec.europa.eu/dgs/human-resources/seniormanagementvacancies/

You must have a valid e-mail address. This will be used to confirm your registration as well as to remain in contact with you during the different stages of the procedure. Therefore, please keep the European Commission informed about any change in your e-mail address.

To complete your application, you need to upload a CV in PDF format, preferably using the Europass CV format[7], and to fill out, online, a letter of motivation (maximum 8 000 characters). Your CV and your letter of motivation may be submitted in any of the official languages of the European Union.

It is in your interest to ensure that your application is accurate, thorough and truthful.

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[6] 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 (OJ L 295, 21.11.2018, p. 39).

[7] You can find information on how to create your Europass CV online at: https://europa.eu/europass/en/create-europass-cv

Once you have finished your online registration, you will receive an electronic mail confirming that your application has been registered. **If you do not receive a confirmation mail, your application has not been registered!**

Please note that it is not possible to monitor the progress of your application on-line. You will be contacted directly by the European Commission regarding the status of your application.

Applications sent by e-mail will not be accepted. If you require more information and/or encounter technical problems, please send an e-mail to: HR-MANAGEMENT-ONLINE@ec.europa.eu

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy internet traffic or a fault with your internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for the submission of registrations has passed, you will no longer be able to introduce any data. Late registrations will not accepted.

Closing date

The closing date for registration is **10/11/2023, 12.00 noon Brussels time**, following which registration is no longer possible.