

ANNEX I

1. MISSION OF THE EUROPEAN UNION AGENCY FOR CYBERSECURITY (ENISA)

The European Union Agency for Cybersecurity (ENISA) holds a unique and enhanced role under the mandate of the Cybersecurity Act Regulation¹. The mission of the European Union Agency for Cybersecurity (ENISA) is to achieve a high common level of cybersecurity across the Union, by actively supporting Member States, European Union institutions, industry, academia and EU citizens.

We contribute to policy development and implementation, support capacity building and preparedness, facilitate operational cooperation at Union level, enhance the trustworthiness of ICT products, services and processes by rolling out cybersecurity certification schemes, enable knowledge sharing, research, innovation and awareness raising, whilst developing cross-border communities and synergies.

2. CONDITIONS OF EMPLOYMENT

The successful candidate (s) will be recruited as member of the contractual staff, pursuant to Article 3a) of the Conditions of Employment of Other Servants of the European Union, for a period of three (3) years. This contract may be renewed for a period of five (5) years with the possibility of an indefinite contract at the end of the renewal of five (5) years. The appointment will be in Function Group IV. Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 of the relevant grade 13, 14 or 16. The grade will be determined in accordance with the number of years of professional experience of the successful candidate.

In addition, successful candidates, who are recruited shall undergo an initial probation period of 9 months. Due to the Agency's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

The remuneration of staff members consists of a basic salary and allowances where applicable. This salary will be weighted by the corrective coefficient applicable to the hosting country of the agency. The current corrective coefficient is 81.8 %, which will be reviewed yearly with retroactive effect from 1 July.

The staff member may be entitled to various allowances depending on his/her personal situation, in particular to an expatriation (16 % of basic gross salary) or to a foreign residence allowance (4 % of basic gross salary) and to family allowances (depending on personal situation) such as household allowance, dependent child allowance, pre-school allowance, education allowance, home visit allowance etc. In addition, the successful candidate may be entitled to temporary daily allowance², installation allowance³ etc.

¹ Regulation (EU) 2019/881 - Cybersecurity Act: <http://data.europa.eu/eli/reg/2019/881/oj>

² If staff member is requested to change the residence in order to take up duties, she/he will be entitled to: reimbursement of the travel costs; temporary daily subsistence allowance (43, 97 EUR for up to 10 months or 35, 46 EUR for 120 days, if no dependents).

³ The installation allowance is granted (depending on the personal situation) for 1 or 2 months of the basic salary and is paid upon successful completion of the nine months probationary period.

Table 1: Examples of net monthly salary⁴.

FGIV Grade 13 (less than 5 years of work experience after the relevant diploma)		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
2,437.42 €	2,822.48 €	3,530.29 €

FGIV Grade 14 (between 5 years and 17 years of experience after the relevant diploma)		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
2,646.16 €	3,169.08 €	3,894.25 €

FGIV Grade 16 (more than 17 years of work experience after the relevant diploma)		
a) Minimum final net salary (without any allowances)	b) Final net salary with expatriation allowance	c) Final net salary with expatriation, household and 1 dependent child allowance
3,305.30 €	3,974.73 €	4,748.74 €

2.1 OTHER BENEFITS INCLUDE:

- Special ID card, issued by the Hellenic Authorities;
- Diplomatic license plates (applicable to certain type of contracts);
- Reimbursement of VAT on a purchase of 1 or 2 vehicles bought under the existing Seat Agreement;
- Potential importation/purchase of 1 or 2 vehicles depending on the circumstances without taxes of VAT (“special conditions apply”);
- VAT exemption allowance applicable on certain goods (in view of relocation purpose) for a period of 3 years from the starting date of employment;
- Additional financial support for the tuition costs of each dependent children, subject to budget availability and conditions;
- Staff annual leave entitlement of two working days per each complete calendar month of service plus additional days for the grade, age, home leave for expatriates and an average of 19 public holidays per year;
- In addition, staff may be granted special leave for certain circumstances such as marriage, birth, adoption of a child, moving, elections, serious sickness of spouse, etc.;
- ENISA staff members benefit from health insurance with worldwide 24/7 assistance via the European Union Joint Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled under certain conditions to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance;

⁴ The examples include the corrective coefficient 81.8 %, which is subject to be reviewed yearly with retroactive effect from 1 July.

- Statutory staff who have completed at least 10 years of service or reached pensionable age are entitled to a pension under the pension scheme of the European Union institutions (PSEUI). The pensionable age for staff recruited before 1 January 2014 varies between 60 and 65 years. Pension rights acquired in on or more national schemes before starting to work at ENISA may be transferred into the EU pension system;
- Where it is considered in the interest of the service, statutory staff may avail of the ENISA teleworking policy and flexible working time arrangements;
- A wide range of learning and professional development opportunities.

It should be noted that a Seat Agreement between ENISA and the Hellenic Authorities further gives privileges for the employees of the Agency which are not fully listed above.

Further information on working conditions of Temporary staff and Contract staff can be found in the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

3. COMMUNITY TAX

The salaries of staff members are subject to a Community tax deducted at source. They are exempt from national tax on salary and are members of the Community social security and pension schemes.

For additional information about salaries, deductions and allowances please consult the [Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union](#).

4. DATA PROTECTION

All personal data shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) 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. ENISA is supervised by EDPS, <http://www.edps.europa.eu>. For any further enquiries you may contact the Data Protection Officer at: dataprotection@enisa.europa.eu

Candidates are invited to consult the [privacy statement](#) which explains how ENISA processes personal data in relation to recruitment selection processes.

5. EQUAL OPPORTUNITIES

All personal data shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) on the protection of natural persons with regard to the processing of personal data

ENISA is an equal opportunities employer and accepts applications without distinction on the grounds of sex, racial or ethnic origin, religion or belief, age or sexual orientation, marital status or family situation. Applications from women and disabled candidates are encouraged. If you have a disability or medical condition that may hinder ability to sit the interview or written test, please indicate this in your application and let us know the type of special arrangements you need. The staff is recruited on the broadest possible geographical basis from among nationals of all Member States of the European Union.



6. APPEAL PROCEDURE

All personal data shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) on the protection of natural persons with regard to the processing of personal data

If a candidate considers that he or she has been adversely affected by a particular decision, he or she can lodge a complaint under Article 90(2) of the [Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union](#), within 3 months from the date of notification to the following address:

Executive Director
ENISA
1 Vasilissis Sofias
Marousi 151 24
Attica, Greece

Should the complaint be rejected, pursuant to Article 270 of the [Treaty of the Functioning of the European Union](#) and Article 91 of the [Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union](#), a candidate may request judicial review of the act. The appeal must be lodged within 3 months from the date of notification, to the following address:

Registry
The General Court
Rue du Fort Niedergrünewald
L-2925 Luxembourg
Luxembourg

Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Board. The General Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by The General Court unless rules which govern the proceedings of Selection Boards have been infringed. For details of how to submit an appeal, please consult the website of the Court of Justice of the European Union: <http://curia.europa.eu>

It is also possible to complain to the European Ombudsman pursuant to Article 228 of the [Treaty on the Functioning of the European Union](#) as well as the [Statute of the Ombudsman](#) and the implementing Provisions adopted by the Ombudsman under Article 14 of the Statute.

European Ombudsman
1 Avenue du President Robert Schuman
CS 30403
67001 Strasbourg Cedex
France
<http://www.ombudsman.europa.eu>

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90 (2) and 91 of the [Staff Regulations](#) for lodging complaints or for submitting appeals to the General Court pursuant to Article 270 of the [Treaty of the Functioning of the European Union](#). Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

