

CALL FOR EXPRESSION OF INTEREST FOR CONTRACT AGENTS 3A

FUNCTION GROUP - FGIV

REF. ENISA-CA-FGIV-2020-02

Place of employment: Athens, Greece¹.

The European Union Agency for Cybersecurity (ENISA) is looking to draw up a reserve list of in **total 24 candidates**, from which at least **4 contract agents** will be recruited shortly and preferably available take up duties in 2020, for the purpose of supporting the Agency's activities in one or more of the following areas, pursuant to [Chapter II of Regulation \(EU\) 2019/881 - Cybersecurity Act \(CSA\)](#):

- Article 5: Development and implementation of Union policy and law
- Article 6: Capacity-building
- Article 7: Operational cooperation at Union level
- Article 8: Market, cybersecurity certification and standardisation
- Article 9: Knowledge and information
- Article 10: Awareness-raising and education
- Article 11: Research and innovation
- Article 12: International cooperation

Please send us your application by no later than 15.05.2020 at 15:00 CET².

1. WHAT CANDIDATES IS ENISA LOOKING FOR?

ENISA is looking for candidates that fit into one or more of the following profiles:

PROFILE A: KNOWLEDGE AND EXPERIENCE IN CYBERSECURITY

on a technical and operational level, acquired through relevant academic studies, research and/or professional experience as an analyst, officer or IT specialist in the private or in the public sector. Candidates are expected to demonstrate knowledge and experience in **one or more** of the following areas:

- A.1. ICT security auditing, risk assessment and management;
- A.2. ICT security policy development and implementation;
- A.3. ICT security policies, specifications and best practices;
- A.4. Cyber crisis management, incident handling and response, penetration testing and forensics;
- A.5. Cybersecurity architectures;
- A.6. Cybersecurity threat intelligence (CTI), vulnerability assessment and management;
- A.7. Security and privacy engineering, including cryptography;
- A.8. Trust services and digital identity management including public key infrastructure technologies;
- A.9. Cybersecurity certification of products, services and processes and standards;
- A.10. Cybersecurity technology research and innovation;

¹ ENISA reserves the right as per Staff Regulations to change the location of the post should it be in the interest of the service. 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. Additional information on the conditions of employment is available in Annex I.

² CET: Central European Time.

- A.11. Cybersecurity capacity building, education and training;
- A.12. Network and application security, including security of electronic communications, software and systems.

PROFILE B: SECTORIAL ICT TECHNICAL OR ICT POLICY KNOWLEDGE AND EXPERIENCE, AND PROVEN PROFESSIONAL UNDERSTANDING OF CYBERSECURITY ISSUES

in one or more sectors or policy fields (e.g. transport, energy, telecommunications, financial services, utilities, health, digital services, emerging technologies etc.) or in the digital economy and society, acquired through relevant academic studies, research and/or professional experience as ICT analyst, ICT specialist or ICT policy officer in the private or public sector. Candidates are expected to hold this knowledge and experience in **one or more** of the following areas:

- B.1. Healthcare;
- B.2. Banking and financial services;
- B.3. Transport;
- B.4. Energy and utilities;
- B.5. Electronic government services, commerce and/or logistics;
- B.6. Telecommunications;
- B.7. Consumer-centred digital platforms (e.g. social media etc.);
- B.8. Cloud computing;
- B.9. Distributed ledgers;
- B.10. Internet of Things (IoT);
- B.11. Artificial Intelligence (AI);
- B.12. Engineering, research and development of ICT systems and emerging technologies.

PROFILE C: GOOD BACKGROUND IN ECONOMICS, LAW, COMMUNICATION, SOCIAL SCIENCES, EU PUBLIC SECTOR, ETC. WITH A RELEVANT LINK TO CYBERSECURITY

resulting in a proven insight and proven understanding and interest into cybersecurity, acquired through relevant academic studies, research and/or professional experience in EU or national private or public sector. Candidates are expected to hold knowledge and experience in **one or more** of the following areas:

- C.1. Economics of cybersecurity;
- C.2. Societal/psychological, behavioural analysis of cybersecurity;
- C.3. Public policy on cybersecurity;
- C.4. Cybersecurity in management information systems;
- C.5. Compliance aspects of cybersecurity;
- C.6. Quality management with relevance to cybersecurity;
- C.7. Information assurance with relevance to cybersecurity;
- C.8. Knowledge management on cybersecurity;
- C.9. Legal aspects of cybersecurity;
- C.10. Cybercrime investigations;
- C.11. Communication, dissemination and/or awareness raising on cybersecurity;
- C.12. Quantitative and qualitative methods with application on cybersecurity.

This call for expression of interest covers function group FGIV in line with the EU institutions grading system. The number of candidates to be placed on the reserve list are 24.

As part of the process, the reserve list that will be formed will also be used to identify candidates for future positions. The reserve lists established will be valid until **31/12/2022** and its validity may be further extended.

2. WHAT TASKS CAN I EXPECT TO PERFORM?

The successful candidate(s) are expected to contribute to one or more of the following activities of the Agency (depending on the profile and the assignment post):

- Support EU policy development and implementation, providing advice, helping to develop technical guidelines, recommendations and tools both in general and/or in different policy and technological fields and sectors, as well as facilitating the exchange of best practices;
- Assist with the information collection, sharing and analysis of cyber security incident information and relevant reports;
- Support in organising workshops and validating findings;
- Support Member States, European Union institutions, bodies, offices and agencies to improve their capabilities on the prevention, detection, analysis of and response to cyber threats and incidents;
- Support operational communities, such as Computer Security Incident Response Teams (CSIRTs), in the area of security incident handling and response;
- Facilitate operational cooperation among Member States, European Union institutions, bodies, offices and agencies and between stakeholders, including the development and improvement of Standard Operational Procedures;
- Support the management, including crisis communication of cross-border large-scale incidents and crises (Cyber Crises Management);
- Assist the Agency's skills development and capacity building activities, such as the organisation and management of exercises, challenges, trainings etc.;
- Assist with the design, deployment and maintenance of EU cybersecurity certification schemes and the EU cybersecurity certification framework;
- Support the establishment and take-up of European and International standards for risk management and for the security of ICT products, ICT services and ICT processes;
- Support in the threat assessments and risk analysis in the area of cybersecurity, including emerging technologies;
- Support in raising public awareness of cybersecurity risks and provide guidance on good practices, in cooperation with the Member States, European Union institutions, bodies, offices and agencies and industry;
- Support European Union institutions, bodies, offices and agencies and the Member States on research needs and priorities in the field of cybersecurity;
- Support the development and maintenance of platforms related to the core operational activities;
- Support the dissemination and taking up of the results of the Agency, including engagement of relevant stakeholders;
- Take on additional tasks as required in the interest of the service.

3. AM I ELIGIBLE TO APPLY?

The eligibility requirements below apply to Contract Agents Function Group IV. Candidates must satisfy ALL the eligibility criteria (outlined in section 3.1.) on the closing date of the application. In the event that you do not fulfil all the eligibility criteria, your application will not be further assessed.

3.1 ELIGIBILITY REQUIREMENTS

- A level of education which corresponds to completed university studies of at least three years attested by a diploma³, or where justified in the interest of the service, professional training⁴ of an equivalent level.

³ Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications. Candidates must meet this requirement on the closing date of application.

⁴ Professional training must be in the field of cybersecurity, ICT technology; information systems; computer science, natural science; engineering; social science, management. The professional trainings must be described as precisely as possible in the Europass CV

- Have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language⁵.
- Be a national of one of the Member States of the European Union⁶;
- Be entitled to his/her full rights as a citizen⁷;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post⁸.

3.2 INTER-AGENCY AND INTERNAL MOBILITY

Contract Agents Function Group IV from EU Agencies are also invited to apply in accordance with the following ENISA rules: *Decision No MB/2019/14 of the Management Board of the European Union Agency for Network and Information Security (ENISA) adopting Implementing rules on the general provisions for implementing Article 79(2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a*, by submitting their Europass CV⁹ and Talent Screener form¹⁰.

4. WHAT ARE THE SELECTION CRITERIA?

All eligible candidates will be assessed against the following technical and behavioural competencies/selection criteria. Certain selection criteria may be assessed/scored jointly and some criteria in two or more phases of the selection process (evaluation of submitted documents (Europass CV¹¹ and Talent Screener form¹²), interview and/or written test phase).

To carry out the first phase of the selection process, each of the candidate answers to the Talent Screener Form related to the selection criteria on knowledge and professional experience will be awarded between 0 to 5 points. In addition, within the scope of this assessment stage, the Selection Board can also consult the candidates Europass CV. The points are added up to identify those candidates whose profiles best match the tasks to be performed. Only the candidates with the highest total mark in the first stage of the selection will progress to the next phase of the selection process.

and Talent Screener form. Professional training certification from: Microsoft Technology Associate, Microsoft Certified Solutions Associate; MCSA: Windows Server 2012; ITIL, COBIT, PMP, Prince2, Scrum Master, CISSP, SCCP, ISO 27001, CISA, CISM.

⁵ Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening). You must have knowledge of at least two official EU languages: language 1 at minimum C1 level (thorough knowledge) and language 2 at minimum B2 level (satisfactory knowledge). These abilities reflect the Common European Framework of Reference for Languages <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>. The official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

⁶ It should be noted that due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, British nationals who do not hold the nationality of another European Union member state, are not eligible for applications at ENISA due to the fact that they do not fulfil the requirements of Article 12.2 of the Conditions of Employment of Other Servants, namely that they do not hold the nationality of an EU Member State.

⁷ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by a competent Member State Authority attesting the absence of any criminal record.

⁸ Prior to the appointment, the successful candidate shall be medically examined by a selected medical service in line with the requirement of Article 28(e) of the Staff Regulations of Officials of the European Communities.

⁹ <https://europass.cedefop.europa.eu/documents/curriculum-vitae>. Please note only the Europass CV will be considered. Should candidates not use the respective format, their application will be excluded. It is important that the start and end dates of the professional experience and whether is full time or part time workload (by outlining the percentage) should be indicated in the curriculum vitae. The professional experience is counted from the date of completion of the required diploma indicated in eligibility criteria and if it is on a paid basis (including internship/traineeship). PhD may be counted as professional experience if the candidate received a salary/study grant during the period of the PhD studies. The maximum duration counted for a PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure. Any given period of professional experience shall be counted only once. Part-time periods will be calculated pro rata. Compulsory military service shall be taken into consideration as professional experience if the official documentation is provided. In addition, the eligibility of your application will be determined based on the education level you declare. Therefore, when completing your CV, please make sure to indicate the qualification obtained and the official length of the studies.

¹⁰ This is a form with a number of questions to reflect the candidates' qualifications, experience and motivation. Candidates must fill and submit this form as part of the application process.

¹¹ See footnote 9.

¹² See footnote 10.

4.1 TECHNICAL COMPETENCIES/ SELECTION CRITERIA

1. **University diploma¹³ with proven professional experience of at least 2 years** following the diploma obtained in one or more of the profiles listed under Section 1; OR
2. **Professional training¹⁴ with proven experience of at least 5 years** following the certification obtained in one or more of the profiles listed under Section 1.
3. **Relevant renowned certification(s)** would be an asset.
4. **Experience in contributing to or coordinating projects involving a variety of stakeholders** would be an asset.
5. **International/multicultural experience** within the areas listed under Section 1 would be an asset.
6. A thorough knowledge of **English** (minimum level required: C1 of Common European Framework of Reference for Languages, applying to each linguistic ability (speaking, writing, reading and listening)¹⁵.

4.2 BEHAVIOURAL COMPETENCIES/ SELECTION CRITERIA

7. Motivation;
8. Analysis and problem solving;
9. Priority setting, planning and organising;
10. Working with others in a multicultural environment;
11. Excellent communication and interpersonal skills;
12. Service-oriented and co-operative attitude.

5. HOW CAN I APPLY?

In order to be considered for this position, candidates must submit an application which includes:

- a **CV in Europass format¹⁶**;
- a completed **Talent Screener Form¹⁷**.

The application should be sent before the deadline: **15.05.2020 at 15:00 CET¹⁸**, to the following address: **HRvacancies@enisa.europa.eu**. Only complete and received within the deadline applications, will be accepted and considered further in the evaluation process.

In the field "subject" of the email you must quote the Function Group, your surname and name and the reference number of the selection procedure you wish to apply for (**e.g. FGIV_SURNAME_Name_ENISA-CA-FGIV-2020-02**).

Candidates are reminded not to wait until the final days before the closing date to submit applications. ENISA cannot be hold responsible for any delay related to internet connection issues etc. Applications sent after the deadline will not be considered.

¹³ Degree(s) in one of the following domains: Information Systems, Computer Science, Natural Sciences, Engineering, Management, Law, Political Science, Economics, Social Sciences, Communication, Journalism or a related discipline.

¹⁴ Professional training must be in the field of cybersecurity, ICT technology; information systems; computer science, natural science; engineering; social science, management. The professional trainings must be described as precisely as possible in the Europass CV and Talent Screener form. Professional training certification from: Microsoft Technology Associate, Microsoft Certified Solutions Associate; MCSA: Windows Server 2012; ITIL, COBIT, PMP, Prince2, Scrum Master, CISSP, SCCP, ISO 27001, CISA, CISM.

¹⁵ <https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

¹⁶ <https://europass.cedefop.europa.eu/documents/curriculum-vitae>. Please note only the Europass CV will be considered. Should candidates not use the respective format, their application will be excluded. It is important that the start and end dates of the professional experience and whether is full time or part time workload (by outlining the percentage) should be indicated in the curriculum vitae. The professional experience is counted from the date of completion of the required diploma indicated in eligibility criteria and if it is on a paid basis (including internship/traineeship). PhD may be counted as professional experience if the candidate received a salary/study grant during the period of the PhD studies. The maximum duration counted for a PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure. Any given period of professional experience shall be counted only once. Part-time periods will be calculated pro rata. Compulsory military service shall be taken into consideration as professional experience if the official documentation is provided. In addition, the eligibility of your application will be determined based on the education level you declare. Therefore, when completing your CV, please make sure to indicate the qualification obtained and the official length of the studies.

¹⁷ This is a form with a number of questions to reflect the candidates' qualifications, experience and motivation. Candidates must fill and submit this form as part of the application process.

¹⁸ CET: Central European Time.

Candidates should assess and check before submitting their application whether they fulfill all the requirements as specified in the call, particularly in terms of qualifications and relevant professional experience. **Start and end dates of all professional experience and whether full time or part time work (outlining percentage of workload) should be indicated in the Curriculum Vitae. In addition, the eligibility of your application will be determined based on the education level you declare.** You can refer to the following link to check the qualifications corresponding to the education level required https://epso.europa.eu/documents/2392_en. **Therefore, when completing your CV, please make sure to indicate the qualification obtained and the official length of the studies.**

6. HOW WILL I BE EVALUATED?

6.1 ELIGIBILITY CHECK

Candidates' CVs will be checked against the eligibility requirements outlined in section 3.1. Non-compliance with any of these requirements will result in the candidate's exclusion from the selection process.

6.2 ASSESSMENT PHASE

For those candidates retained following the eligibility check, this phase will entail assessment of the candidates against the professional experience, academic qualifications and English knowledge required, notably against the technical competencies/selection criteria. The assessment will be carried out using information provided by candidates in the Europass CV and Talent Screener form. All selection criteria with regard to experience and knowledge (under Section 4.1) are numerically evaluated in order to identify the best-qualified candidates. Those who obtained the highest scoring within the evaluation will be short-listed for an interview and a written test.

Therefore, candidates are recommended to give evidence of their knowledge and experience by specific examples and/or detailed professional experience, specific skills and capabilities in their **Talent Screener form and Europass CV**, in order to be evaluated in the best possible way. **Selection will be made solely on the basis of the candidate's evidence provided in the documents.**

Each of the candidate answers to the Talent Screener Form related to the selection criteria on knowledge and professional experience will be awarded between 0 to 5 points. In addition, within the scope of this assessment stage, the Selection Board can also consult the candidates Europass CV. Only candidates obtaining the highest scoring will go to the next phase of the interview and written test. The maximum number of candidates to be invited for an interview and written test will be twice the number of candidates to be placed on the reserve list for each grade category.

7. HOW WILL I BE SELECTED?

A Selection Board is appointed to oversee the assessment of candidates and select the best ones, based on their competencies and qualifications in light of the requirements set in the call. As a result of the assessment undertaken (the interview and written test), the selected candidate(s) will be placed on a reserve list of suitable candidates.

In addition, reserve listed candidates may be asked to undergo a second interview for which they will be informed in advance in view of determining their suitability for the particular role to be appointed. Moreover, all shortlisted candidates may be requested to complete an online psychometrical test. Shortlisted candidates will be required to submit electronically and prior to the interview and written test, relevant supporting documentation related to their qualification and professional experience. Interviews and a written test will be held in English, however knowledge of another EU languages may also be tested. Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language in line with Article 28(f) of the Staff Regulations.

It is envisaged that the interviews and written test in order to draw up the reserve lists will take place in **June/July 2020**. The date may be modified depending on the availability of the Selection Board members. Shortlisted candidates may also be required to provide work-related references upon request of the Agency.

The activity of the Selection Board ends with drawing a reserve list of suitable candidates to occupy the position advertised. **Candidates should note that inclusion on the reserve list does not warrant recruitment by the Agency.**

Candidates are assessed solely on the basis of their merit, and as per Staff Regulations, the Agency recruits staff on the broadest possible geographical basis from among nationals of all Member States of the European Union.

The reserve list will be valid until **31/12/2022** and may be extended by decision of the Appointing Authority for further 12 months. This list may be used to recruit staff for other positions in the areas referred to in this vacancy. A candidate invited to an interview will be informed by e-mail whether or not he/she has been placed on the reserve list. Please note that the selection process may take several months. Status of the selection procedures can be consulted at: <https://www.enisa.europa.eu/recruitment/vacancies/status-of-recruitment-procedures>

Candidates on the reserve list will be asked to fill a specific form informing the Appointing Authority of any actual or potential conflict of interest¹⁹. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

In line with the European Ombudsman's recommendation, ENISA publishes the names of the Selection Board on its website once established. **It is strictly forbidden for the candidates to make any contact with the Selection Board, either directly or indirectly. Any infringement to this rule will disqualify the candidate from the competition.**

All enquiries or requests for information in relation to the competition, including details about candidates' results²⁰ should be addressed to the following email address recruitment@enisa.europa.eu

8. GENERAL INFORMATION

For information on the conditions of employment, community tax, data protection, equal opportunity and appeal procedure please refer to [Annex I](#).

Publication on ENISA career page on 1 April 2020.

¹⁹ In compliance with Article 11 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

²⁰ This request for further information does not influence the timeline for lodging an appeal under Article 90 (2) of Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.