

Vacancy Notice

Head of Unit Executive Director Office (TA/AD 9) – One position

Ref. ENISA-TA70-AD-2020-04

The European Union Agency for Cybersecurity (ENISA) welcomes applications from highly motivated candidates to contribute to the development of the Agency.

Please send us your applications by no later than 07/09/2020 at 16:00 CET.

1. The Agency

The European Union Agency for Cybersecurity (ENISA) holds a discreet 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.

ENISA contributes 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.

ENISA is located in Athens, Greece (the agency's official seat) with a branch office in Heraklion, Crete, Greece. The place of employment for this vacancy is in **Athens, Greece**.

ENISA's staff are expected to be reasonably mobile in order to respond to the needs of the Member States on the basis of planned as well as ad hoc needs.

Further information about ENISA is available on the ENISA website: <https://www.enisa.europa.eu/>

2. Executive Director's Office

The Executive Director's Office (EDO), is a Unit of ENISA that is seeking to recruit the Head of Unit.

EDO is established by ENISA's Management Board in the course of reorganisation of the Agency and will start operating as of 01.01.2021. EDO is be tasked with assisting the Executive Director (ED) with ensuring an efficient and effective system of performance management throughout the Agency. It assist the ED in leading the development of Single Programming Document according to the principles outlined in Art 28(2) of ENISA Financial Regulation (EFR), monitoring and assessing the quality of its implementation, as well as financial verification and legal compliance of its implementation in line with Art 24-28 and Art 33 of the Cybersecurity Act (CSA). EDO would ensure that performance and evaluation are integral to the SPD (incl budget) process through rigorous quality assurance including the organisation of internal peer-reviews and independent audits. It helps in executing the objectives of sound financial management (as outlined in Art 28(2-4) of EFR) and internal controls framework (Art 30 of EFR) and evaluations (Art 29 of EFR). EDO also

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

assists the Executive Director in ensuring effective corporate communication and coordinating outreach and relations with external stakeholders and institutional partners, with the host country and peers.

3. Job description

The **Jobholder** will be responsible for the following tasks:

Key responsibilities:

Core tasks and responsibilities in relation to policy coordination and compliance, as well as to communication:

- Assist the Executive Director on all aspects in relation to the administrative management of the Agency and carry out the tasks outlined hereinafter.
- Coordinates the development and monitors the implementation of ENISA's annual and multiannual programming and ensures an effective and efficient performance management throughout the Agency.
- Support in establishing the general direction of ENISA's operations and ensure that ENISA operates in accordance with the rules and principles laid down in the Cyber Security Act;
- Ensure the consistency of ENISA's work with activities conducted by the Member States as well as at Union level;
- Assess, advise on and support the consolidated annual report on ENISA's activities, including the accounts and a description of how ENISA has met its performance indicators, submit both the annual report and the assessment to the Budgetary and External Audit authorities.
- Support the implementation of a compliance strategy in a relevant area e.g. the anti-fraud strategy, a risk assessment, information security policy, personal data protection policy etc., in line with the risk profile of the Agency, having regard to a cost-benefit analysis of the measures to be implemented;
- Develop rules for the prevention and management of conflicts of interest;
- Take any organisational steps necessary to ensure efficient performance of the Agency's tasks and functions;
- Lead the set-up of temporary Task Forces in collaboration with the Heads of Units;
- Ensure adequate follow-up to the findings and recommendations resulting from investigations of the European Anti-Fraud Office (OLAF) and the various internal or external audit reports and evaluations;
- Support preparation of decision-making processes concerning the establishment of ENISA's internal structures and the modification of those internal structures, taking into consideration ENISA's activity needs and having regard to sound budgetary management;
- Support authorisation processes regarding the establishment of working arrangements or conclusion of working arrangements of ENISA;
- Developing communication planning strategies and delivering communication projects on budget and time while exerting discretion and confidentiality in dealing with sensitive information;
- Organising, administering and evaluating events, conferences and meetings;
- Coordinating with the preparation of speeches, slides and presentations as well as giving presentations;
- Leading the drafting and editing messages, articles and texts for external audiences, including traditional, multimedia and online (social) medias;
- Guiding the design ("look and feel") of the website, online newsletters, presentations and publications;
- Keeping up to date with relevant best practices, trends, technologies and solutions for digital communication of the Agency's key messages;
- Performing any other tasks that are appropriate to the job roles underlying this job family and that are required.

Management tasks and responsibilities:

- Manage, coordinate and supervise all activities in the Executive Director's Office area to deliver projects on time, within budget and in line with the strategy and the Annual Work Program;
- Delegate projects to staff and monitor and review progress, quality and scope continuously by applying agile principles;
- Motivate staff within their area of expertise, maintaining team spirit and ensuring that staff remains committed to the strategy and goals of the Agency;
- Contribute to the vision, content and planning of the strategy and Annual Work Program of the Agency;
- Provide regular feedback to the Executive Director on progress according to plan and financial status of all on-going activities (budget management);
- Align with and provide feedback to peers (e.g. other Heads of Units) by regular exchange of information and alignment on the Annual Work Plan execution to ensure the detection and creation of synergies across projects and leverage expertise of staff;
- Coordinate and manage performance review cycles of staff and coach them on their personal development;
- Represent team strategy, projects and deliverables towards the rest of the Agency as well as Member States and other relevant public authorities;
- Manage communities of stakeholders and international relations in the designated competence areas;
- Safeguard a culture of consistent compliance with rules and regulations as well as ethical behaviour;
- Take on additional tasks as required in the interest of the service.

* Duties may evolve according to development of the ENISA's structure and activities, and the decisions of ENISA management, including in the context of internal mobility of middle management staff.

4. Qualifications and experience required²

4.1. Eligibility Criteria

- A level of education which corresponds to completed university studies attested by a diploma³ when the normal period of university education is at least four 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 one year when the normal period of university education is at least three years;
- In addition to the above, in total at least **twelve years** ' of proven full-time professional experience ⁴ relevant to the duties concerned or relevant to the operational mandate of ENISA after the award of the university degree.

² Candidates must meet this requirement on the closing date of application.

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.

⁴The 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.

- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language⁵.

In addition, in order to be eligible a candidate must:

- 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.

4.2. Selection criteria

High Scoring Criteria (5 points per criterion)

- University degree in Social Sciences (including Law, Political Science, Business Administration or Public Administration, Communication, Economics or Finance) or Information Systems/Computer Science/IT Engineering.
- At least 5 years of proven working experience in the areas covering the operational mandate of ENISA and the areas related to this vacancy, including managing or leading high performing interdisciplinary teams in European Union Institutions, bodies or Agencies, or Member States public authorities.
- Proven knowledge of core aspects in policy and stakeholder management or equivalent within the EU institutional context.
- Proven experience in providing advice to senior management and negotiations at a high level within EU institutional context.
- Strong communication skills in English, both orally and in writing, including strong ability for public speaking.

Low Scoring Criteria (2 points per criterion)

- A post graduate degree at Master's level or above in a discipline among the ones mentioned above.
- Proven organisational skills, ability to deliver results and administer human and financial resources within the EU Agency context.
- Strategic and service oriented skills attested by experience in change and/or project management proven by a suitable record of accomplishment and/or third party attestation.

⁵ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.

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 Before appointment, the successful candidate shall be medically examined in line with the requirement of Article 28(e) of the Staff Regulations of Officials of the European Communities.

IMPORTANT:

All high scoring and low scoring criteria are evaluated in order to identify the candidates to be invited for an interview and written test. The top candidates (number of the shortlisted candidates scoring above the threshold to be set by the selection board) will be invited for an interview and written test. Therefore, candidates are recommended to give evidence of their knowledge by specific examples and/or detailed professional experience in the application form in order to be evaluated in the best possible way. To that purpose candidates are requested to be as detailed and as clear as possible in the description of their professional experience and specific skills and competences.

5. Selection procedure

The selected candidate will be appointed to a position according to the needs of the Agency, on the basis of the reserve list of candidates, proposed by the Selection Board and established following an open selection process involving interviews and written tests.

More specifically, the Selection Board decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the vacancy notice. The applications of the candidates admitted to the selection procedure are reviewed and the Selection Board decides on those candidates who are invited to attend an interview and written test.

The Selection Board adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether candidates are to be admitted. Candidates admitted to a previous selection procedure will not automatically be eligible. Should the Selection Board discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

Shortlisted candidates will be asked to undergo a written test of which the candidates will be informed in advance. Shortlisted candidates will be required to submit electronically relevant supporting documentation demonstrating their educational qualifications and work experience. **It is envisaged that the interviews and written test will take place in October/November 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 the drawing of a reserve list of suitable applicants to occupy the position advertised. **Candidates should note that inclusion on the reserve list does not guarantee recruitment.**

Candidates selected on the basis of the outcome of the interview and written test, will be invited to an assessment centre, run by external consultants, and for an interview with the Appointing Authority. The interview will focus on the overall suitability of the candidate for the post covering motivation, relevant technical and behavioural competencies, in line with the selection criteria established in the vacancy notice.

The reserve list will be valid until 31/12/2022 and may be extended by decision of the Appointing Authority for a further 12 months. This list may be used to recruit Staff for other positions in the areas referred to in this vacancy.

Candidates invited to an interview will be informed by e-mail whether or not he/she has been placed on the reserve list. Candidates on the reserve list will be asked to fill a specific form informing the Appointing Authority of any actual or potential conflict of interest⁹. If a letter of intention is issued, the candidate must

⁹ In compliance with Article 11 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

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' results¹⁰ should be addressed to the following email address recruitment@enisa.europa.eu

6. Conditions of Employment

The successful candidate will be recruited as a Temporary Agent, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Union (CEOS), for a period of five (5) years. After the five (5) years, the contract may be renewed for an indefinite period.

The appointment will be in grade AD 9. The step will be determined in accordance with the number of years of experience of the successful candidate.

Successful candidates, who are recruited, shall undergo an initial probation period of 9 months. For reasons related 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 salary¹¹ and where applicable allowances.

The indicative gross basic monthly salary for Grade **AD 9 step 1 is: 8.002,30 EUR and for step 2 is: 8.338,57 EUR.**

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, in the end of the year, with retroactive effect from 1 July.

The staff member depending on its personal situation 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) and to family allowances (depending on personal situation) such as household allowance, dependent child allowance, pre-school allowance. In addition, the successful candidate might be entitled to temporary daily allowance¹², installation allowance¹³, management allowance etc.

Other benefits include:

- Special ID card, issued by the Greek Ministry of Foreign Affairs;

¹⁰ 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.

¹¹ Basic Salary: there is a basic salary scale for each grade, divided into a number of steps. The final step is defined according to the total number of years of experience starting from the education certificate/degree giving access to the position.

¹² 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).

¹³ 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. Management allowance is foreseen and is granted upon completion of the 9 months probationary management period.

- Special car license plates (for certain grades);
- Education allowance;
- Home visit allowance;
- Additional financial support for the education of children “subject to budget availability and conditions”;
- VAT exemption allowance on certain goods for a period of 3 years;
- Importation/purchase of 1 or more vehicles depending on the circumstances without taxes of VAT (“special conditions apply”);
- Staff is entitled to annual leave of two working days per each complete calendar month of service plus additional days for the grade, age, home leaves 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 of health insurance 24/7 and worldwide by the Joint Insurance Scheme (JSIS);
- 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).
- 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](#).

7. 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](#).

8. 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 selections.

9. Equal opportunity

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.

10. Complaints

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 Niedergrünwald
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.

11. Submission of applications

For an application to be valid candidates **shall**:

- Use the PDF application form related to the position you want to apply. The form is available on ENISA career website. The format of the PDF application must not be changed and filled accordingly to the instructions. **It is highly recommended** to submit the application in English language, which is the working language of ENISA.
- Send your application within the set deadline.
- Indicate in the subject of the e-mail: **FAMILY NAME-FIRST NAME-2020-04**

Incomplete applications will be disqualified and treated as non-eligible. Candidates should submit a separate application for each vacancy they want to apply for.

At this stage of the selection procedure candidates are not required to send any additional supporting documents with the application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). **Candidates are reminded not to wait until the final days before the closing date for applications.**

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>

The **closing date** and time for the submission of applications is:

07/09/2020 (16h00 CET)

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