



**VACANCY NOTICE FOR THE POSITION OF  
PERSONAL ASSISTANT TO THE EXECUTIVE DIRECTOR**

**Ref. ENISA-TA-AST-2012-03**

Applications are invited for the position of **Personal Assistant to the Executive Director** at the European Network and Information Security Agency.

**The Agency**

The European Network and Information Security Agency was established by the European Parliament and the Council Regulation (EC) No 460/2004 of 10 March 2004 (OJ L 77, 13.3.2004)<sup>1</sup> in order to assist the Community in ensuring a high and effective level of network and information security. The Regulation (EC) No **1007/2008**<sup>2</sup> of the European Parliament and of the Council of 24 September 2008 amended the Regulation (EC) No 460/2004 establishing the European Network and Information Security Agency as regards its duration. The Agency shall contribute to the development of a culture of network and information security for the benefit of the citizens, consumers, enterprises and public sector organisations of the European Union.

ENISA shall assist the Commission, the Member States and the business community in meeting the requirements of network and information security, including those of present and future Community legislation.

The Agency will facilitate the development of a culture of security that builds on solid education and training foundations, awareness and best practices, and that encourages individuals, business and public administrations to actively participate in the protection of their information technology and network facilities.

In establishing and promoting this holistic approach to security, the Agency's activities shall be focused along five main axes:

- collecting and analysing data on security incidents and emerging risks in Europe;
- assisting and advising the Commission and the Member States in their dialogue with industry to address security related problems and, when called upon, in the technical preparatory work for updating and developing Community legislation in the field of network and information security;
- promoting best practices, risk assessment and risk management, training and awareness raising actions;

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<sup>1</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32004R0460:EN:HTML>

<sup>2</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:293:0001:0002:EN:PDF>

- encouraging co-operation between different actors, developing and maintaining contact with institutions, the business community and consumer organizations, notably through public/private partnerships;
- tracking the development of standards for products and services in the field of network and information security and promoting their use.

The headquarters of ENISA is Heraklion (Greece). The Agency Staff is 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. Applicants will be expected to travel in line with the requirements of the assignment for which they are working.

The Agency offers an attractive arrangement of flexible working.

ENISA also has a branch office in Athens. Further information about ENISA may be found on our website: <http://www.enisa.europa.eu/>

### **Job description**

The personal assistant to the Executive Director will assist the Executive Director in all aspects of the Agency's activities providing him with administrative and secretarial support. He/she will lead the secretariat of the Directorate and liaise with the Agency's departments.

The Personal Assistant to the Executive Director will be responsible for:

- Office Management:
  - Keeping the Executive Director's agenda and providing administrative and documentation support in preparing appointments, meetings, and business trips.
  - Ensuring the mission planning and administrative follow-up (mission requests, travel and accommodation arrangements, reimbursements, etc.).
  - Answering and filtering the Executive Director's calls, taking messages, responding to general enquiries, managing the registration of incoming and outgoing correspondence.
  - Responding to queries and requests for information and documentation whilst exercising tact, discretion and confidentiality.
  - Acting as a first point of contact for all enquiries to the Executive Director.
  - Taking, transcribing and preparing notes, routine correspondence, and presentations and drafting minutes.

- Document and File Management:
  - Registering and routing incoming and outgoing correspondence and emails, ensuring follow-up and respect of deadlines.
  - Filing, copying, translating, circulating and retrieving documents for the Executive Director.
  - Organising and maintaining the archive of the Executive Director.
  - Preparing documents and briefing files for missions, conferences and various meetings.
  - Checking files for signature.
  
- Information and Dissemination:
  - Welcoming and informing visitors.
  - Managing contacts with external services and organisations.
  - Collecting and preparing materials for publications and websites.
  - Designing and composing slides for presentations.
  
- Meetings Organisation:
  - Supporting the organisation of meetings from budgetary commitments to reporting of meetings, including reserving rooms, checking and sending agenda, compiling hand-outs, reception and security arrangements.
  - Ensuring logistics needs are met (infrastructure, office supplies, etc.)
  
- Performing any other related tasks as required.
- Participate in ad-hoc projects when necessary.

## **Qualifications and experience required**

### ***a) Formal requirements:***

- A level of education which corresponds to post-secondary studies attested by a diploma, or
- A level of education which corresponds to secondary studies attested by a diploma giving access to post-secondary education and appropriate professional experience of at least three years
- In addition to the above, **3 years** of professional experience relevant to the duties concerned after the award of the diploma;
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language.

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

- Be a national of one of the Member States of the European Union;
- Be entitled to his/her full rights as a citizen<sup>3</sup>;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Be physically fit to perform the duties linked to the post<sup>4</sup>.

***b) Selection criteria:***

**Essential**

- Work experience in a high-level Personal Assistant position held for at least 3 years preferably in a European or international institution;
- Proven experience in the duties mentioned in the job description;
- Outstanding verbal and written communication skills in English including drafting skills;
- Excellent work organisation, document management, time management and planning skills;
- Strong inter-personal and communication qualities including a high degree of discretion and confidentiality, loyalty, diplomacy and tolerance;
- Solid knowledge of EU institutions;
- Excellent knowledge of and ability to use MS Office systems (Word, Outlook, Excel, PowerPoint) and ability to use the Internet;
- Positive and constructive attitude.

**Advantageous**

- Post-secondary or higher education or advanced training in Executive secretariat; English, Business, Languages, information science, administration or management;
- Knowledge of software applications used by the European Commission such as ABAC;
- Knowledge of the missions and tasks of ENISA;
- Previous work experience in an EU institution or body, in particular in areas relevant to the post;
- Professional experience in a multicultural and/or international environment;
- High standards of spoken and written German;
- Ability to work under pressure and maintain a professional demeanour.

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<sup>3</sup> Prior to the appointment, the successful candidate will be asked to provide a certificate issued by the competent Member State authority attesting the absence of any criminal record.

<sup>4</sup> 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.

## **Selection procedure**

The Personal Assistant to the Executive Director will be appointed on the basis of a shortlist of candidates proposed by the Selection Committee and established following an open selection process involving interviews. The selection committee will place on the reserve list as many candidates as they will judge able to hold the position.

More specifically, the Selection Committee 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 Committee decides on those candidates who are invited to attend an interview. The Selection Committee adheres strictly to the conditions of admission laid down in the vacancy notice when deciding whether or not 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. Candidates may be asked to undergo a written test; should this be the case candidates will be informed in advance. The activity of the Selection Committee ends with the drawing of a reserve list of suitable applicants to occupy the position advertised. Candidates should note that inclusion on the shortlist does not guarantee recruitment.

The reserve list will be valid until 31/12/2012 and may be extended by decision of the Executive Director for a further 12 months. Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. 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.

The reserve list may be used for the recruitment in another post carrying the same profile as the one described above. The Selection Committee is nominated by the Appointing Authority and the Staff Committee; its work and deliberations are confidential and impartial. **It is strictly forbidden for the candidates to make any contact with the Selection Committee, either directly or indirectly. Any infringement to this rule will disqualify the candidate from the competition.**

All enquiries or request for information in relation to the competition should be addressed to the following email address [recruitment@enisa.europa.eu](mailto:recruitment@enisa.europa.eu)

## **Data protection**

The purpose of processing of the data you submit is to manage your application(s) in view of possible pre-selection and recruitment at ENISA. ENISA does not publish personal data of candidates. Personal data is processed by and accessible to authorised ENISA personnel. Personal data submitted is kept confidential. ENISA adheres to and is regulated under Regulation (EC) No 45/2001 on personal 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](mailto:dataprotection@enisa.europa.eu)

### **Contractual conditions**

The successful candidate will be recruited as a member of the temporary staff, pursuant to Article 2a) of the Conditions of Employment of Other Servants of the European Communities, for a period of three years renewable or until the end of the Agency's mandate whichever is the earliest.

The appointment will be in grade: **AST 2**. Successful candidates who are recruited, shall undergo an initial probation period of 6 months. For reasons related to the Agency's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

### **Pay and welfare benefits**

The pay of staff members consists of a basic salary supplemented with various allowances, including family allowances.

The indicative basic monthly salary<sup>5</sup> for grade AST 2, step 1, is **3,003.02 EUR**. Nevertheless, this basic salary is adapted through a series of allowances according to your personal

situation (i.e. marital status, dependent children, not being national of the State hosting ENISA and not having habitually resided within the territory of that State during the five years ending six months before the staff member entered the service, etc.). The provisions guiding the calculation of these allowances can be consulted in Annex VII of the EU Staff Regulations available at the following address:

[http://europa.eu/epso/discover/careers/staff\\_regulations/index\\_en.htm](http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm)

### **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 of the European Communities:

[http://europa.eu/epso/discover/careers/staff\\_regulations/index\\_en.htm](http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm)

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<sup>5</sup> Basic Salary: there is a basic salary scale for each grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade.

Allowances: In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance. Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses.

### **Equal opportunities**

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. The staff members are recruited on the broadest possible geographical basis from among nationals of all Member States of the European Communities.

### **Complaints**

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

ENISA  
Attn: Human Resources  
P.O. BOX 1309  
71001 Heraklion, Greece.

The complaint must be lodged **within 3 months**. The time limit for initiating this type of procedure (see Staff Regulations as modified by Council Regulation No 723/2004 of 22 March 2004 published in the Official Journal of the European Union L 124 of 27 April 2004 – <http://eurlex.europa.eu> ) starts to run from the time a candidate is notified of the act adversely affecting him/her.

### **Submission of applications**

Information about the application procedure at ENISA may be found on our website: <http://www.enisa.europa.eu/about-enisa/recruitment/application-procedure>

**Candidates shall carefully check whether they meet all formal requirements by the closing date for the submission of applications.**

The **closing date** for submission of applications is **Sunday 27<sup>th</sup> May 2012**.

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