

## Vacancy Notice

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### Public Procurement Officer (TA/AST4) – One position

Ref. ENISA-TA66-AST-2020-16

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 25/01/2021 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 Regulation<sup>1</sup>. 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 may be found on our website: <https://www.enisa.europa.eu/>

#### 2. Corporate Support Service

The Public Procurement Officer will work in the Corporate Support Service (CSS) Unit of ENISA. CSS is foreseen to be the main structural entity which executes and helps other structural entities of the Agency to utilise its resources in accordance with the principles of economy, efficiency and effectiveness. The CSS should help the Executive Director to manage budgets within clear, credible and predictable limits and ensure that procurement processes and budget data are open, transparent and accessible. It should design and implement budget in order to ensure value for money and meet development needs of the Agency in a cost-effective and coherent manner. CSS should also assist on the production of comprehensive, accurate and reliable financial reporting on the Agency's assets and resources. It further actively plans, manages and monitors the budget execution including procurement processes. It should promote the integrity and quality of budgetary forecasts, fiscal plans and budgetary implementation and help to identify, assess and manage prudently longer-term sustainability and risks. Corporate Support Service would plan and implement the Agency's Establishment Plan according to the Staff Regulations and also assist the ED in some of its roles as Appointing Authority as well as execute the overall tasks

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

related to the development and advancement of the Agency's staff, design, maintenance and security of its IT systems and physical premises necessary for the needs of the staff and Agency.

### 3. Job description

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

- Contributing to the development, streamlining and implementation of ENISA's annual public procurement plan, policies and procedures while ensuring that all relevant guidelines and internal control standards are adhered to;
- Executing all types of public procurement procedures including preparation, publication, evaluation, verification, drafting of contracts, while ensuring compliance with the legal basis, sound financial management and document management requirements;
- Supporting technical and operational staff in the drafting of technical specifications;
- Being the focal point of communications with tenderers and contractors on public procurement and contract related matters;
- Providing guidance and support to staff for the drafting of tender specifications and terms of reference, providing ad hoc internal training when appropriate;
- Assisting the Head of Unit in identifying and implementing the most efficient public procurement solutions in compliance with the procurement rules and regulations of the Agency/EU Administration;
- Methodically keeping tender and contract databases updated;
- Contributing to ENISA corporate documents such as the Single Programming Document, Annual Activity Report, other reports, follow-ups to audits, etc.;
- Actively contributing to promoting a positive culture within the Corporate Support Services Unit
- Supporting public procurement reviews, audits investigations etc., as appropriate.
- Carrying out any other duties as assigned by the Head of Unit Corporate Support Services.

#### **Key responsibilities:**

## 4. Qualifications and experience required<sup>2</sup>

### 4.1. Eligibility Criteria

- A level of post-secondary education attested by a diploma<sup>3</sup>; or
- A level of secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience<sup>4</sup> of at least three years.

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<sup>2</sup> Candidates must meet this requirement on the closing date of application.

<sup>3</sup> 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.

<sup>4</sup> 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

- In addition to the above, in total at least 9 years of proven full-time professional experience<sup>5</sup>.
- Thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official European language<sup>6</sup>.

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

- Be a national of one of the Member States of the European Union<sup>7</sup>;
- Be entitled to his/her full rights as a citizen<sup>8</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>9</sup>.

#### 4.2. Selection criteria

##### High Scoring Criteria (5 points per criterion)

- Proven cumulative professional experience (at least five (5) years) in the execution of small and large-scale tenders under EU procurement rules, or national public procurement in accordance with the EU Procurement Directive.
- Very good written communication skills with proven capability to edit draft texts, as well as to arrange and collate information for meetings and preparation of reports.
- Proven excellent knowledge of MS Office suite as shown by professional experience.
- Excellent communication skills in English both orally and in writing.

##### Low Scoring Criteria (2 points per criterion)

- Ability to remain effective under a heavy and diverse workload and consistently meet programmatic deadlines regardless of changes in working environment.
- Previous experience within a multicultural/international environment preferably for more than 3 years.

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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.

<sup>5</sup> 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.

<sup>6</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third European Community language.

<sup>7</sup> 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.

<sup>8</sup> 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.

<sup>9</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.

- In-depth knowledge and/or experience of the EU Financial Regulations, electronic tools and implementation principles.
- Experience in developing and using databases in the financial and procurement field.

**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 February/March 2021.** 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.**

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. The appointed candidate will be asked to fill a specific form informing the Appointing

Authority of any actual or potential conflict of interest<sup>10</sup>. 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' results<sup>11</sup> should be addressed to the following email address [recruitment@enisa.europa.eu](mailto: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 AST 4. Upon recruitment candidates may be recruited at step 1 or step 2. 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 salary<sup>12</sup> and where applicable allowances.

The indicative gross basic monthly salary for Grade **AST4 step 1 is: 4,346.06 EUR and for step 2 is: 4,528.68 EUR.**

This salary will be weighted by the corrective coefficient applicable to the hosting country of the agency. The current corrective coefficient is 81.4 %, 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 allowance<sup>13</sup>, installation allowance<sup>14</sup>, etc.

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<sup>10</sup> In compliance with Article 11 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

<sup>11</sup> 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.

<sup>12</sup> 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.

<sup>13</sup> 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).

<sup>14</sup> 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.

Other benefits include:

- Special ID card, issued by the Greek Ministry of Foreign Affairs;
- 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](mailto: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-2020-16**

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:

**25/01/2021 (16h00 CET)**

Published on ENISA website: 23/12/2020