

NOTIFICATION OF OPEN COMPETITION CONS/AD/429**ORGANISED BY THE COUNCIL****in the field of security**

(2007/C 150 A/02)

The following open competition is being organised by the General Secretariat of the Council of the European Union on the basis of qualifications and an oral test to fill *one* vacancy for a senior administrator in the field of Security:

Place of employment: Brussels

Department: Private Office — Security Office

Recruitment grade: AD 9

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APPLICATION FORM

A. JOB DESCRIPTION AND QUALIFICATIONS REQUIRED**1. Job description**

Under the authority of the Director of the Security Office and the head of the Operational Unit:

- manage the external protection sector,
- contribute to the development of operational security policy relating to the protection of EU crisis management missions outside its borders and the protection of missions of the European Union Special Representatives,
- manage the administrative planning of tasks and optimise the use of resources in the sector,
- contribute to drawing up operational objectives for the sector, as well as parameters to measure performance against the defined objectives,
- represent the Security Office at meetings relating to mission security,
- ensure follow-up of measures relating to the security of crisis management missions, such as preparatory training for missions in hostile environments, and the development of security and evacuation plans,
- contribute to the development of security training for staff on EU missions and, where appropriate, provide training to those participating in EU activities in this area,
- contribute to maintaining an assistance capability in the case of hostage-taking during EU missions,
- monitor studies and reports on security conditions, in the preparatory phase of EU crisis management missions,
- follow up any reported security incidents and develop measures and mechanisms to avoid any recurrence,
- follow up the security needs of the General Secretariat's liaison offices.

2. Qualifications required

Applicants must:

- have a thorough knowledge of operational security policy relating to the protection of missions,
- be able to provide advice based on their own professional experience in this area,
- be able to manage complex situations in an international and multicultural environment,
- be able to work as part of a team as well as to lead a team,
- be flexible and show sound judgment in critical situations.

B. CONDITIONS FOR ADMISSION TO THE COMPETITION

To be admitted, applicants must fulfil the conditions for admission set out below.

1. General conditions

Applicants must:

- be nationals of one of the Member States of the European Union,
- enjoy their full rights as citizens,
- have fulfilled any obligations imposed on them by the laws on military service,
- be able to produce the appropriate character references as to their suitability to perform the duties envisaged.

2. Specific conditions

Applicants must:

- (a) have a full university education ⁽¹⁾, as evidenced by a diploma, or have professional training at an equivalent level. A diploma issued by an institution such as a police or military academy would be an advantage,
- (b) have a thorough knowledge of one of the official languages of the European Union ⁽²⁾ and satisfactory knowledge of another to the extent necessary to carry out the duties to be performed. In the interests of the service, in view of the areas of activity covered, a very good knowledge of French and English so as to be able to work in both languages is required,
- (c) since obtaining the diploma or training referred to under paragraph (a), applicants must have acquired at least eight years' professional experience. Experience of at least four years in the management of various aspects of security, at tactical as well as operational level, in an international environment, is required, including at least one year in the specific area of international crisis management missions. Training in project management and/or a basic knowledge of financial management would be an advantage,
- (d) have a good grasp of the standard IT tools.

This post requires security clearance allowing access to classified documents (SECRET UE level). Having such clearance or an equivalent clearance would be an advantage. Otherwise, those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2001264/EC of 19 March 2001 adopting the Council's security regulations ⁽³⁾.

⁽¹⁾ Article 5(3)(c) of the Staff Regulations of officials of the European Communities lays down that any appointment as an official in function group AD in grades 7 to 16 requires at least:

- (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
- (ii) 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, or
- (iii) where justified in the interests of the service, professional training of an equivalent level.

⁽²⁾ The official languages of the European Union are Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

⁽³⁾ OJ L 101, 11.4.2001, p. 1.

C. ORGANISATION OF THE COMPETITION

1. Applications will be examined in detail and checks made to ensure that the requirements set out in the notice of competition have been fulfilled (see points B.1 and B.2).

Applicants who have not made use of the compulsory application form, or who have not signed it or have not supplied all the supporting documents required by the closing date for submission of applications will not be admitted to the competition.

2. After establishing the criteria on which the academic qualifications and professional experience of applicants (see point B.2 (a), (b) and (c)) are to be assessed in the light of the nature of the post to be filled, the Selection Board will examine the qualifications and professional experience of the applicants and will draw up a list of applicants admitted to the oral test.

A scale from 0 to 40 points will be drawn up by the Board.

Only applicants with the required minimum mark of 24 will be admitted to the oral test.

3. The oral test will be held in French and English.

The Board will ensure that applicants are able to work in both those languages, irrespective of the language of which they claimed to have a thorough knowledge. In the case of applicants who have claimed a thorough knowledge of French, the Board will ensure that most of the oral test takes place in English and vice versa.

The Board will assess applicants' general knowledge in the light of the requirements of the post to be filled as described in points A.1 and A.2. It will also assess their capacity for teamwork and adaptability to a multicultural environment.

This test will be marked out of 50.

Minimum mark required for inclusion on the reserve list: 30 points.

4. Following the oral test, the Board will draw up a reserve list for the post to be filled.

The total number of points obtained during examination of the application and the oral test will determine the order of precedence on the reserve list. The list will contain the three applicants who obtained the best overall marks. An applicant's inclusion on the reserve list is not a guarantee that he/she will be recruited. This list will expire on 31 December 2008. It may be extended.

In view of the specific nature of the post to be filled and in the interests of the service, the applicant recruited will normally be assigned for a minimum of six years to the specific duties for which he/she was recruited.

5. Applicants will be informed individually in writing of the action taken on their applications at each stage of the procedure.

A financial contribution will be made to the travel and subsistence expenses of applicants participating in the oral test, in accordance with the rules applying to competitions organised by the General Secretariat of the Council.

D. HOW TO APPLY

1. To be admitted to the competition, applicants must send in their application forms, duly completed, signed and accompanied by the supporting documents required by **1 August 2007 at the latest**, the postmark being taken as proof.

To make it easier to examine their applications, applicants should compile a full list of the documents produced and attach it to their applications. The documents must be numbered.

Applicants must send in the appropriate documents (copies of diplomas or certificates) and all relevant documentation with their applications in order to enable the Selection Board to verify that they fulfil the specific conditions under point B.2.

2. **Supporting documents required**

- a copy of the diploma required under point B.2(a);
- applicants must produce appropriate supporting documents (diplomas, certificates, etc.) to show that they fulfil the language knowledge conditions set out under point B.2(b). Where that is not clear from the qualifications, diplomas or professional experience, all statements regarding knowledge of the official languages required must be supported by documents attached to the application form;
- a detailed curriculum vitae must be supplied;
- the professional experience claimed by applicants must be attested to by one or more of the following documents:
 - work contracts or certificates, letters or certificates of recruitment, indicating the exact nature of the activity, which must be accompanied by salary slips clearly stating the date on which the professional experience started and, if appropriate, ended;
 - if the professional activity has not ended, the most recent payslip as proof of length of service;
 - proof of activity as a self-employed person (e.g. tax returns, VAT declarations, extract from the commercial register, social security, invoices).

E. SUBMISSION OF APPLICATIONS

After carefully reading the notice of competition, applicants should send their applications on the form ⁽⁴⁾ included in this Official Journal to the Selection and Recruitment Department of the General Secretariat of the Council, Rue de la Loi/Wetstraat 175, B-1048 Brussels. *Applications should be sent only by post and, in the applicant's interest, preferably by registered letter, by 1 August 2007 at the latest*, the postmark being taken as proof.

Applicants should note that for their applications to be admissible they must provide, by the same date, the following supporting documents:

- diploma(s) of the level required for admission to the competition (see point B.2(a)),
- diploma(s) and/or certificate(s) relating to language knowledge (see point B.2(b)),
- work certificate(s) or work contract(s), the most recent salary slip(s), or proof of having worked as a self-employed person, as appropriate (see point B.2(c)),
- all other supporting documents relating to the qualifications required (point A.2) and to the specific conditions (point B.2).

When submitting their application forms, applicants need produce only copies or photocopies of their supporting documents. None of those supporting documents will be returned to them. However, the Board reserves the right to request the original of any supporting document at the time of the oral test, to check its authenticity.

Applicants are reminded that failure to sign their application forms for the competition or to send the supporting documents required for admission to the competition within the time limit laid down will result in their exclusion from the competition.

⁽⁴⁾ For practical reasons, this form is drafted in English and French only.

F. GENERAL INFORMATION

1. Equal opportunities

The General Secretariat of the Council applies an equal opportunities policy and accepts applications without any discrimination, such as that based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, wealth, birth, disability, age, sexual orientation, marital status or family situation.

2. Selection board

A selection board is appointed for each competition. It is composed of members designated by the administration and by the Staff Committee.

3. Indicative timetable

For information, the competition is held over a period of about three months from the date of closure for applications.

4. Requests for reconsideration — Appeals procedures — Complaints to the European Ombudsman

Please refer to the Annex.

5. Conditions of recruitment

The candidate on the reserve list to whom a post is offered must subsequently produce, for certification purposes, the originals of all the documents required, particularly his/her diplomas and security clearance, if appropriate.

Recruitment will take place in accordance with the statutory provisions and the budget resources available.

Article 29(1)(b) of the Staff Regulations of officials refers to the possibility that at any time in his/her career an official may request a transfer to another institution or agency.

Applicants' attention is, however, drawn to the fact that, with due regard for the interests of the service, the transfer of newly recruited officials before the end of a three-year period following their entry into service is possible only in exceptional cases and for duly substantiated reasons, each individual case being subject to the agreement of the institution or agency of origin and of the receiving institution or agency.

6. Remuneration

Basic monthly salary at **1 January 2007**:

Grade AD 9, first step: **EUR 6 574,76**.

The salary step at which an applicant is recruited may, however, vary according to his/her professional experience; furthermore, the basic salary is, in certain circumstances, increased by personal allowances.

7. Data protection

As the institution responsible for organising the selection procedure, the General Secretariat of the Council ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to

the processing of personal data by the Community institutions and bodies and on the free movement of such data ⁽⁵⁾. This applies in particular to the confidentiality and security of such data.

The selection procedure is conducted under the responsibility of the Human Resources Directorate (DGA I A), Selection and Personnel Department of the General Secretariat of the Council. Information submitted by applicants will be accessible to members of staff in the General Secretariat involved in the selection of candidates for the vacancy in question.

For the purposes of the selection procedure applications and supporting documents will be kept by the General Secretariat of the Council for a maximum period of two years.

In the event of a dispute, complaints can be addressed to the European Data Protection Supervisor.

⁽⁵⁾ OJ L 8, 12.1.2001, p. 1.

ANNEX

REQUESTS FOR RECONSIDERATION — APPEALS PROCEDURES — COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the competition, you consider that a decision adversely affects you, you may have recourse to the following means:

— **Request for reconsideration**

Within 30 days of the date of the letter communicating the decision, you may submit an application for reconsideration by sending a letter setting out the reasons to the following address:

Council of the European Union
Recruitment Department
Attention: Chairman of the Selection Board for competition CONS/AD/429
Rue de la Loi/Wetstraat 175
B-1048 Brussels.

The Recruitment Department will forward it to the Chairman of the Selection Board if it falls within his competence, and a reply will be sent to you as soon as possible.

— **Appeals**

You may:

- either bring a case, under Article 236 of the Treaty establishing the European Community and Article 91 of the Staff Regulations of officials of the European Communities, before:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg;

- or submit a complaint, under Article 90(2) of the Staff Regulations of officials of the European Communities, to:

Council of the European Union
Advisors Department DGA 1B
Rue de la Loi/Wetstraat 175
B-1048 Brussels.

The time allowed [see Staff Regulations as amended by Council Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) — <http://europa.eu.int/eur-lex>] for the initiation of these two types of procedure starts with the communication of the act adversely affecting you.

You should note that the appointing authority (AA) is not competent to change the decisions of a competition selection board.

In accordance with established case law, the broad discretionary power of selection boards in competitions is subject to review by the Community court only in the event of an obvious infringement of the rules governing proceedings.

— **Complaints to the European Ombudsman**

Like any other citizen of the Union, you may make a complaint under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision 94/262/ECSC/EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 133, 4.5.1994, p. 15)

Any complaints should be addressed to:

The European Ombudsman
1 Avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex.

You should note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for the lodging of complaints or appeals with the European Union Civil Service Tribunal under Article 236 of the Treaty establishing the European Community.

COUNCIL OF THE EUROPEAN UNION

General Secretariat
Rue de la Loi 175
B-1048 Brussels

**APPLICATION FORM
FOR COMPETITION CONS/AD/429**

PERSONAL DATA

1.	SURNAME:	Sex:
	Forenames:	<input type="checkbox"/> male <input type="checkbox"/> female

2.	Mailing address:	
	Street:	Postal code:
	Town/City:	Country:
	E-mail address:	
	Tel:	Mobile:

3.	Nationality:	Date of birth:
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4.	Knowledge of languages (see notice of vacancy)
	First language:
	Other languages:
5.	IT skills:

6.	Do you currently hold security clearance? At what level?
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Date:

Signature: