



EUROPEAN  
COURT  
OF AUDITORS

**Ref.:** Security agents AC FGI  
**Type of position:** Contractual agent  
**Category and Grade:** FG I

**Publication date:** 2017-07-25  
**Deadline:** 2017-09-29

## **CALL FOR EXPRESSIONS OF INTEREST Reserve list for security officers - FG I contract staff**

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### **WHO WE ARE**

The European Court of Auditors (ECA) is the European Union (EU) institution established by the Treaty to audit EU finances. As the EU's external auditor, it helps to improve EU financial management and acts as an independent guardian of citizens' financial interests.

The ECA is based in Luxembourg.

The security team is responsible for the institution's security, for all aspects of security and safety in connection with its buildings and the movements of its staff in the course of their duties, and for organisational matters relating to safety and security.

### **WHAT WE ARE OFFERING**

The ECA has decided to draw up a reserve list for the recruitment of contract staff in function group (FG) I to work as security officers. Appointments will be made from the reserve list according to the needs of the service and the availability of the budget.

The security officers will be under the authority of the Director of Human Resources, Finance and General Services, and will report to the Head of Security.

They will be required to carry out the following non-exhaustive list of tasks:

- filtering and access checks on individuals and their possessions (operation of X-ray scanners, detection gates, etc.);
- patrol rounds;
- individual assistance (first aid);
- monitoring of the various surveillance and alarm systems at the central security post.

The security officers will regularly be required to work at night, on weekends and on public holidays. They will also be asked to participate in a standby system. These working patterns will be recompensed by a gross monthly indemnity of 916.81 euros.

The basic monthly salary for FG I contract staff is 2 419,45 euros (grade 2, step 5). This basic amount is subject to EU tax and exempt from national tax. Under the conditions laid down in the Staff Regulations, and depending on individual circumstances and household composition, staff may also qualify for other allowances.

The EU institutions have their own pension plan and social security scheme based on salary deductions at source. The children of staff can be enrolled free of charge at the European School.

### **WHAT WE ARE LOOKING FOR**

#### **I. Eligibility criteria:**

This selection procedure is open to applicants who, at the application deadline:

- satisfy the recruitment conditions set out in Article 82(3) of the Conditions of Employment of Other Servants of the EU (CEOS), namely:
  - are nationals of an EU Member State;

- enjoy their full rights as citizens;
- have fulfilled any obligations imposed on them by the recruitment laws concerning military service;
- produce the appropriate character references for the duties involved;
- have at least two years proven experience in one or more of the fields required (security, fire safety, first aid, surveillance, etc.);
- have a thorough knowledge of one EU language and a satisfactory knowledge of another to the extent necessary for the performance of his or her duties. For operational reasons, a sound knowledge of French and English is required: in one of these two languages applicants must have at least B2 level comprehension and expression skills and in the other, at least B1 level.

In order to assess your level of language knowledge, please consult the internet site:

<http://europass.cedefop.europa.eu/fr/resources/european-language-levels-cefr>

## **II. The following qualifications or professional experience will be considered an advantage:**

- safety and security qualifications recognised by the applicant's home country;
- qualifications / certificates relating to safety and security from the internal security services or armed forces in the applicant's home country;
- first aid qualifications or certificates;

## **III. Personal qualities**

- Team spirit, effectiveness, cooperation and discretion;
- capable of handling stressful situations and reacting appropriately under pressure;
- capable of working in a technical environment (managing tools specifically for safety and security: video-surveillance, fire safety equipment, etc.);
- able to deal with a heavy workload, work alone or in a team and maintain good contacts in a multicultural environment;
- display commitment, versatility and a real ability to adapt.

## **PROCEDURE**

The selection board will preselect candidates based on documentation from the applicants who meet the eligibility criteria. The best applicants will be invited for interview, after which the selection board will draw up a reserve list of no more than 20 applicants[\*] whose profiles best correspond to the required criteria, qualifications and qualities set out in this call. The successful applicants will be listed in alphabetical order.

[\*] Provided there are enough applicants.

## **APPLICATIONS**

Applications must be written in English or French and **may only be submitted using the online form** in the call for expressions of interest published on the ECA's website:

[http://www.eca.europa.eu/en/Pages/JobOpportunities.aspx#page-search/index/lang/en\\_US](http://www.eca.europa.eu/en/Pages/JobOpportunities.aspx#page-search/index/lang/en_US)

Applications must comprise the following documents:

- a letter of motivation (**maximum 1 page**);
- an up-to-date curriculum vitae, drawn up using the **Europass CV template**, stating all dates clearly (**maximum 3 pages**)  
(please consult the website <http://europass.cedefop.europa.eu>)

**Applications which do not strictly follow all these instructions will be rejected.**

The final deadline for applications is **29 September 2017 at 12 noon**.

Applicants must be able, on request, to produce written evidence of their qualifications, professional experience and current duties.

## **EQUAL OPPORTUNITIES**

The ECA is an equal-opportunities employer. In particular, it takes steps to ensure the balanced recruitment of women and men in accordance with Article 23 of the EU Charter of Fundamental Rights and Article 1(d) of the EU Staff Regulations. The ECA has measures in place to ensure a balance between family and working life.

## **DATA PROTECTION**

In accordance with Article 7(3) of Regulation (EC) No 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data, the ECA will process personal data only for the purposes for which they were transmitted.

## **REQUESTS FOR REVIEW — COMPLAINTS AND APPEALS — COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

If, at any stage in the selection procedure, you consider that a decision adversely affects you, you may take the following steps:

### **I. Request the decisions taken by the selection board to be reviewed**

Within ten days of the date of the letter notifying you of a decision taken by the selection board, you may submit a written request for a review of the decision to the following address:

ECA-Recours@eca.europa.eu.

### **II. Complaints and appeals**

Pursuant to Article 90(2) of the Staff Regulations of Officials of the European Union, you may submit a complaint against a decision by the Appointing Authority to reject your application, within three months of the date of notification of the decision, to the following address:

The Secretary-General

European Court of Auditors

12, rue Alcide De Gasperi

L-1615 Luxembourg

Pursuant to Article 91 of the Staff Regulations, if your complaint is rejected and this decision affects you adversely, you may then file an appeal with the European Court of Justice. Appeals must be filed by a lawyer within three months of the date of notification of the decision to reject the complaint.

### **III. Complaint to the European Ombudsman**

If you believe that the handling of your application involved maladministration by the ECA, you have the right to complain to the European Ombudsman, having first contacted the ECA with the aim of settling the dispute. Such complaints must be made in writing within two years of the date on which you became aware of the facts relating to your complaint. An online complaints form is available on the European Ombudsman's website. Complaining to the European Ombudsman shall not suspend the deadlines for appeal stated above.