



Vacancy notice for the establishment of a reserve list for:

ICT Security & Business Continuity Assistant
Reference: 15/EJ/01

Deadline for applications:	27/3/2015 at 00:00 CET
Place of employment:	The Hague, Netherlands
Type and duration of contract:	TA (five years, with possibility of renewal)
Function group and grade:	AST 3
Probationary period:	Nine months
Security clearance level:	EU CONFIDENTIAL
Monthly basic salary:	€ 3 424.90

EUROJUST's mission is to enhance the effectiveness of the competent authorities within Member States dealing with serious cross-border and organised crime. For further information, please consult our website: www.eurojust.europa.eu

Eurojust is currently looking to recruit a **ICT Security & Business Continuity Assistant**.

The ICT Security & Business Continuity Assistant will be responsible for monitoring the performance of the ICT security measures and the Business Continuity Plan. He/she will directly report to the ICT Security Officer & Risk Manager under the supervision of the Head of the Corporate Services Unit.

1. Key accountabilities

The successful applicant will be performing the following activities:

- Implementing ICT security standards, procedures and guidelines for multiple platforms and a variation of system environments and applications;
- Reviewing, testing and implementing security plans, products and control techniques once selected and agreed upon with the ICT security policy;

- Developing ICT security controls and advising and acting on implementation; monitoring performance;
- Assisting in risk assessments and related tests and audits to detect vulnerabilities in Eurojust systems in a timely manner;
- Investigating ICT security-related incidents, taking appropriate action when possible and escalating to appropriate next level when necessary;
- Keeping Business Continuity Plan documentation up to date;
- Assisting in testing the Business Continuity Plan on a regular basis;
- Liaising with appropriate internal and external stakeholders when required; and
- Acting as contact person for Eurojust staff in the event ICT security-related incidents occur or questions arise.

2. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria on the closing date for application:

2.1. General requirements

The applicant must:

- Be a national of one of the Member States of the European Union;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to his/her suitability for the performance of his/her duties¹;
- Be physically fit to perform his/her duties; and
- Have a thorough knowledge of one of the languages of the European Union² and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

2.2. Minimum qualifications and professional experience

- A level of post-secondary education attested by a diploma and after having obtained the diploma at least **three years** of appropriate professional experience,

OR

- A level of secondary education attested by a diploma giving access to post-secondary education, and after having obtained the diploma, at least **six years** of appropriate professional experience;

¹ Before appointment, successful applicants will be required to produce an official document showing that they do not have a criminal record.

² The 24 official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

- Thorough knowledge of one of the languages of the European Union and a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of his/her duties.

3. Selection criteria

Applicants who meet the eligibility criteria set out in section 2 above will be assessed on the basis of the following criteria:

Essential

- Experience and knowledge in the areas mentioned above under “key accountabilities”;
- Knowledge of the ISO27001 standard;
- Thorough knowledge of written and spoken English, because essential to the activities/tasks covered by the post, English being the vehicular language at Eurojust (**Note:** Native English speakers will be required to demonstrate knowledge of a second EU language at interview stage);
- A high level of discretion for confidential work and information;
- Ability to appropriately handle critical information and sensitive situations;
- Excellent communication skills;
- Well-developed interpersonal skills;
- Ability to coordinate activities with other Units;
- Good organisational and time management skills; and
- Ability to work as part of a multicultural team.

Advantageous

The following characteristic is considered an additional asset:

- Experience in implementing, monitoring and improving ICT security within public administration organisations.

4. Contractual conditions

The Administrative Director will appoint the successful applicant as a member of the contract staff pursuant to Article 2(f) of the *Conditions of employment of other servants of the European Union*, for a period of **five years**. The contract may be renewed.

Temporary staff are required to serve a probationary period of **nine** months.

For further information on contractual and working conditions, please refer to the [EU Staff Regulations of Officials of the European Union and CEOS](#).

5. Submission of applications

Please fill out the Eurojust Application Form in English and submit it to the following e-mail address by the indicated deadline: [**applications@eurojust.europa.eu**](mailto:applications@eurojust.europa.eu)

The reference number of the vacancy must be indicated on the application form, in the heading of your e-mail and in all future correspondence relating to this application. If you wish to apply for more than one post, you must submit separate application forms.

On the day of the interview, applicants must bring originals or certified copies and photocopies of all the supporting documents concerning their educational qualifications and employment record.

Eurojust has the right to disqualify applicants who fail to submit all the required documents on the date of the interview.

Information about selection procedures at Eurojust and application guidelines can be found [here](#).

6. Request for review

If a candidate is found ineligible, or is not invited for an interview, he/she may submit a request for reconsideration, quoting the reference number of the vacancy. More details on the request for review procedure can be found [here](#).

Please note that the Selection Board's work and deliberations are confidential and that any contact, direct or indirect, with its members is forbidden.

7. Protection of personal data

Eurojust will ensure that applicants' personal data are processed as required by all applicable data protection regulations and, in particular, with the rules on the protection and processing of personal data at Eurojust (OJ C 68/1, 19.3.2005).

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