

NOTICE OF VACANCY

Ref.: CONS/AST/090

A selection procedure is being organised by the General Secretariat of the Council of the European Union on the basis of qualifications and tests with a view to setting up a reserve of

INTERNAL PROTECTION ASSISTANTS

for its Security Office, Internal Protection Department, Close Protection Section, based in Brussels.

The successful applicants may be offered contracts as temporary Council staff members, on the basis of Article 2(c) of the Conditions of Employment of Other Servants. They will be recruited to work primarily in the close protection team and with the President of the European Council. The duration of the contract will be linked to the latter's term of office. The appointment will be at grade AST 3, with a monthly basic salary of EUR 3333,77 (first step, as of 1 July 2009).

In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The post will give rise to various additional allowances. The salary is subject to a Community tax deducted at source and is exempt from national taxation.

1. Job description

Under the authority of the administrator in charge of the department, the staff member will be responsible for:

- providing close protection for personalities in the General Secretariat of the Council of the European Union and in particular the President of the European Council, in Brussels and while travelling, within Belgium and abroad;
- participating, if necessary, in the duties performed by the internal protection department when events are held;
- carrying out any other tasks necessary in the interests of the service as required by the hierarchy.

2. General qualifications required

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 by the laws concerning military service;
- produce the appropriate character references as to their suitability for the performance of their duties.

3. Specific qualifications required

Applicants must:

- have followed a course of post-secondary education attested by a diploma;

or

- have followed a course of secondary education, attested by a diploma giving access to higher education, followed by at least three years' professional experience, relevant to the nature of the duties;

NB: The minimum of three years' professional experience which forms part of the diploma requirement cannot be taken into account when assessing the number of years of professional experience required below.

- have at least three years' professional experience, acquired after the diploma and during the last ten years, in close protection of VIPs in a national or international security service;
- have a thorough knowledge of one official European Union language and a satisfactory knowledge of another. In the interests of the service, in view of the areas of activity covered, a very good knowledge of either English or French, and a satisfactory knowledge of the other language, is required. Knowledge of other official languages would be considered as an advantage;
- have a good knowledge of self-defence techniques;
- have undergone training in First Aid;
- have undergone advanced driving training (defensive driving, escape techniques, armoured vehicles);
- have undergone training in VIP protection;
- fulfil the conditions to obtain a firearms licence from the Belgian authorities and be able to prove their marksmanship and skill in handling weapons;
- be conversant with computers and office technology.

Candidates must also be in good physical condition and good health.

The duties of an internal protection assistant call for a high degree of discretion and personal integrity as well as a high degree of availability. They also require considerable adaptability, excellent stress tolerance and the ability to fit into a team.

4. Security clearance

The duties to be performed require security clearance allowing access to classified documents (SECRET UE level). Those applying for the post will be understood to be prepared to undergo security screening under Council Decision 2001/264/EC of 19 March 2001. This security clearance must be obtained from the national competent authorities before taking up employment at the GSC.

5. Selection procedure

A Selection Board will be tasked with drawing up a shortlist. The Board will initially examine the applications submitted by the candidates and, on the basis of their qualifications and professional experience, will select those whose profile best matches the nature of the duties. The shortlisted candidates will be invited to an oral test and may also be required to undergo various tests to check that they have the specific qualifications referred to in point 3.

The oral test will consist of an interview with the Selection Board, conducted in English and French. Knowledge of other languages may also be tested. The interview should enable the Selection Board to complete its assessment of the applicant's ability to perform the duties of internal protection assistant at the General Secretariat of the Council and will focus on the specific qualifications required in point 3. The Board will draw up a reserve list.

6. Requirements and submission of applications

Applications should be sent, preferably by registered mail, to the Recruitment Department, General Secretariat of the Council of the European Union, rue de la Loi 175, B-1048 Brussels, **no later than 23 July 2010**, the postmark being taken as proof.

To be considered, the application must be fully documented and include:

- (a) the application form (Annex 3) duly completed, dated and signed;
- (b) a letter stating the reasons for the application, accompanied by a curriculum vitae in English or French, preferably in the Europass format (<http://europass.cedefop.europa.eu>), covering the candidate's whole career and indicating, in particular, his/her diplomas, knowledge of languages, experience and current duties, and
- (c) supporting documents relating to diplomas, knowledge of languages and, if applicable, professional experience, if the applicant wishes the Advisory Selection Board to take account of it. Only photocopies of the supporting documents must be submitted.

None of these documents will be returned.

Applicants must fulfil all the conditions for admission and submit the fully documented application by the closing date for applications.

7. Re-examination of applications

The procedures relating to requests for reconsideration, appeals and referral to the European Ombudsman are set out in Annex 1 to this vacancy notice.

8. Data protection

The rules governing the processing of personal data in connection with this selection procedure are set out in Annex 2 to this notice.

9. Equal opportunities

The European Institutions apply an equal opportunities policy and accept applications without discrimination as to sex, race, colour, ethnic or social origins, genetic characteristics, language, religion or beliefs, political or any other opinions, membership of a national minority, wealth, birth, disability, age or sexual orientation.

Given the low representation of women in the Security Office, the Secretariat would particularly welcome applications from female candidates for this position.

REQUEST 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 use the following means:

- **Request for reconsideration**

Within ten days of the date of the letter notifying the decision, the postmark being taken as proof, 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
Rue de la Loi, 175
B-1048 BRUSSELS.

The Recruitment Department will forward it to the Chairman of the Advisory 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 before the

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg
under Article 270 of the Treaty on the Functioning of the European Union and
Article 91 of the Staff Regulations of Officials of the European Communities,

- 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 175
B-1048 BRUSSELS.

The time limits [see Staff Regulations amended by Council Regulation (EC, Euratom) No 723/2004, published in *Official Journal of the European Union* L 124 of 27 April 2004 – <http://europa.eu.int/eur-lex>] for initiating these two types of procedure start to run from the notification of the act adversely affecting you.

You should note that the authority empowered to conclude contracts of employment is not entitled to modify the decisions of a selection board for a competition.

In accordance with established case law, applicable by analogy to selection boards, 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 to:

The European Ombudsman
1, avenue du Président Robert Schuman - BP 403
F-67001 Strasbourg Cedex

under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in *Official Journal of the European Communities* L 133 of 4 May 1994.

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 270 of the Treaty on the Functioning of the European Union.

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 of 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.

The legal basis for the selection procedure is the Conditions of Employment of Other Servants (CEOS, in particular Title II, Chapter 3, Article 12 thereof, governing conditions of engagement), and the Council Decision of 19 March 2001 adopting the Council's security regulations. The selection procedure is conducted under the responsibility of the Human Resources Directorate (DG A I A), Staffing and Mobility Unit, and the controller is the head of that unit. The information provided by the applicants will be accessible to members of the Recruitment Department and of the Selection Board, and, if necessary, to the legal advisers' service.

The purpose of the processing operation is to collect data identifying all the applicants for a post with the Secretariat General of the Council and to support selection procedures.

The data in question are:

- personal data that make it possible to identify the applicants (surname, first name, date of birth, sex, nationality)
- information supplied by the applicants to facilitate the practical organisation of the tests (postal address, e-mail address, telephone number)
- information supplied by the applicants to make it possible to assess whether they meet the admission conditions laid down in the notice of competition (nationality; languages; applicants' qualifications and the year they were awarded, type of diploma/degree, name of awarding institution; professional experience)
- where applicable, information on the type and duration of applicants' security clearance.

Processing begins on the date of receipt of the application. The data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for two years;
- for applicants placed on a reserve list but not recruited: data are kept for two years after the reserve list has expired.

All applicants may exercise their right of access to and right to rectify personal data. Substantiated requests should be e-mailed to the Recruitment Department at service.recrutement@consilium.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

COUNCIL OF THE EUROPEAN UNION

General Secretariat
Rue de la Loi 175
B-1048 Brussels

APPLICATION FORM
VACANCY CONS/AST/090
INTERNAL PROTECTION ASSISTANTS

1.	Surname:											
2.	Forenames: (underline forename usually used)	3. Sex: <input type="checkbox"/> male <input type="checkbox"/> female										
4.	Address: e-mail address: Tel:											
5.	Nationality:											
6.	Date of birth:											
7.	First language: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">EN:</td> <td style="width: 20%;"><input type="checkbox"/> excellent</td> <td style="width: 20%;"><input type="checkbox"/> very good</td> <td style="width: 20%;"><input type="checkbox"/> good</td> <td style="width: 20%;"><input type="checkbox"/> fair</td> </tr> <tr> <td>FR:</td> <td><input type="checkbox"/> excellent</td> <td><input type="checkbox"/> very good</td> <td><input type="checkbox"/> good</td> <td><input type="checkbox"/> fair</td> </tr> </table>		EN:	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair	FR:	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair
EN:	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair								
FR:	<input type="checkbox"/> excellent	<input type="checkbox"/> very good	<input type="checkbox"/> good	<input type="checkbox"/> fair								
8.	IT skills: 											
9.	Security clearance (indicate type and level): 											

I declare on my honour that:

- I am a national of one of the Member States of the European Union;
- I enjoy my full rights as a citizen;
- I have fulfilled all obligations imposed on me by the laws concerning military service;
- I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- the information provided on this application form and in the attachments to it is truthful and complete.

Date:

Signature: