C/2025/613

26.2.2025

RECRUITMENT NOTICE PE/326/2025/S

DIRECTOR

(function group AD, grade 14)

Directorate-General for Security and Safety – Directorate for Security Operations

(C/2025/613)

1. Vacant post

The President of the European Parliament has decided to open the procedure for filling the post of **director** (AD, grade 14) in the Directorate-General for Security and Safety, Directorate for Security Operations, in accordance with Article 29(2) of the Staff Regulations of Officials of the European Union ([1]) ('the Staff Regulations').

This selection procedure, which is designed to give the appointing authority a wider choice of candidates, will be conducted at the same time as internal and interinstitutional recruitment procedures.

The remuneration and conditions of employment are laid down in the Staff Regulations. Recruitment will be at grade AD 14 ([2]). In addition to the basic salary, which is subject to Union tax and exempt from national tax, certain allowances may be payable in circumstances laid down by the Staff Regulations.

Candidates should note that, in accordance with the Staff Regulations, all new members of staff must successfully complete a nine-month probationary period, and that this post is subject to the mobility policy rules adopted by Parliament's Bureau on 15 January 2018.

The post calls for flexibility and frequent contact with people inside and outside Parliament, including Members of the European Parliament. The director will be required to travel frequently between Parliament's places of work.

2. Place of employment

Luxembourg. This post may be transferred to one of Parliament's other places of work.

3. Equal opportunities

The European Parliament is an equal opportunities employer and very much welcomes all applications without discrimination on any ground such as gender, ethnicity, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

4. Job description

As a senior official, the director will be required to carry out the following duties in the light of the guidelines and decisions laid down by the parliamentary authority and the director-general ([3]):

— Ensuring that a large department in Parliament's Secretariat, comprising several units covering the directorate's areas of activity, runs smoothly and in keeping with Parliament's policies;

— Managing, leading, motivating and coordinating teams of staff; optimising the use of the directorate's resources to provide a high-quality service (organisation, management of human and budget resources, innovation, etc.) in its areas of activity;

([1]) See Council Regulation (EEC, Euratom, ECSC) No 259/68 (OJ L 56, 4.3.1968, p. 1), as amended by Regulation (EC, Euratom) No 723/2004 (OJ L 124, 27.4.2004, p. 1) and most recently by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Union (OJ L 287, 29.10.2013, p. 15).

([2]) On recruitment the official will be placed in the appropriate step, in accordance with Article 32 of the Staff Regulations.

([3]) For description of main tasks, see annex.

— Planning the directorate's work (deciding on objectives and strategies); taking the decisions required to achieve the objectives set; assessing the performance of the departments within the directorate with a view to ensuring that high standards are maintained;

— Advising the director-general, the Secretary-General and Members in the directorate's areas of activity;

— Cooperating with the other directorates in the Secretariat, representing Parliament and negotiating contracts and agreements in the directorate's areas of activity;

— Managing and seeing through specific projects likely to involve financial responsibilities;

— Acting as authorising officer by subdelegation.

5. **Eligibility**

The selection procedure is open to candidates who fulfil the following conditions on the closing date for applications:

(a) *General conditions*

Under Article 28 of the Staff Regulations, candidates must:

— be a national of one of the European Union's Member States ([4]);

— enjoy full rights as a citizen;

— 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 for the performance of the duties concerned.

(b) *Specific conditions*

(i) Qualifications required

— When the normal period of university education is four years or more, a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union,

or

— a level of education which corresponds to completed university studies attested by a diploma officially recognised in one of the Member States of the Union and appropriate professional experience of at least one year ([5]) when the normal period of university education is at least three years.

Diplomas, whether issued in a Member State of the Union or in another country, must be recognised by an official body of a Member State of the Union, such as the ministry of education.

Candidates holding diplomas issued in a non-EU country ([6]) must enclose with their application an EU equivalence for their diplomas. For further information on recognition of qualifications obtained in a non-EU country in the ENIC-NARIC networks, see https://www.enic-naric.net/.

([4]) The European Union's Member States are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

([5]) This year of experience will not be taken into account when assessing the professional experience required under indent (ii).

([6]) UK qualifications/diplomas obtained up until 31 December 2020 are accepted with no other recognition required. For diplomas obtained after that date, NARIC recognition is required. In practice, this means that UK diplomas issued from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of a current Member State of the EU.

(ii) Professional experience required

Professional experience gained after obtaining the qualifications referred to above:

— **12 years**, at least part of which must be in the directorate's areas of activity, including:

— at least **six years** in a European and/or international environment, and

— at least **six years** in management positions in a large department.

(iii) Knowledge of languages

Excellent knowledge of one of the European Union's official languages ([7]) is required, along with satisfactory knowledge of at least one other official language of the European Union.

The Advisory Committee for the Appointment of Senior Officials will take knowledge of other official languages of the European Union into account.

6. **Tests**

To assist the appointing authority in its choice, the Advisory Committee for the Appointment of Senior Officials will draw up a list of candidates and make a recommendation to Parliament's Bureau as to who should be called for interview. The Bureau will adopt the list, and the committee will conduct the interviews and submit its final report to the Bureau for a decision. At this stage, the Bureau may interview the candidates.

The interviews will be based on the job description as set out in point 4 above, focusing on the following:

— strategic thinking;

— management skills;

— forward-planning skills;

— ability to react appropriately to events;

— thoroughness;

— communication skills.

7. **Submission of applications**

The deadline for applications is:

12.00 (noon), Brussels time, on Wednesday, 12 March 2025.

Candidates are asked to send, by email only, a personal statement in PDF format and in one of the European Union's official languages ([8]) (marked 'For the attention of the Secretary-General of the European Parliament, Recruitment Notice PE/326/2025/S') and a curriculum vitae in Europass format ([9]), quoting the reference number for the procedure (PE/326/2025/S) in the subject line, to:

PERS-EPSeniorManagement@ep.europa.eu

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

([7]) The European Union's official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.
([8]) Ibid.
([9]) https://europa.eu/europass/

Scanned documents must be legible.

Candidates called for interview must produce by the interview date copies or photocopies of supporting documents relating to their studies, professional experience and current responsibilities ([10]). **These documents will not be returned.**

Personal data which candidates provide for the purposes of this selection procedure will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ([11]), in particular as regards their confidentiality and security.

([10]) This does not apply to candidates working for the European Parliament on the closing date for applications. Candidates are responsible for making sure that we are in possession of their complete application file (where relevant documents are missing from the HRM portal (Streamline)).

([11]) Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

ANNEX

DIRECTORATE-GENERAL FOR SECURITY AND SAFETY

DIRECTORATE FOR SECURITY OPERATIONS

MAIN TASKS

— Overseeing, coordinating and motivating the directorate's units and services, and ensuring that information is exchanged between the various services of the directorate-general;

— Keeping people, buildings and property in the European Parliament safe and secure at the three places of work, in strict compliance with the rules laid down by the political authorities;

— Ensuring access control for people and vehicles, as well as security checks on deliveries and mail entering Parliament's buildings;

— Providing close protection for the President of the European Parliament and having armed officers provide security at strategic points on Parliament's premises;

— Liaising with host countries' competent authorities and the security services of the other institutions, and making the necessary arrangements for cooperation with them in the directorate's areas of responsibility;

— Contributing to the reassessment of the technical measures needed to strengthen security at the three places of work, and collaborating on projects in other directorates that could have an impact on the Directorate for Security Operations;

— Acting as authorising officer by subdelegation.

SECURITY BRUSSELS UNIT

— Carrying out all functions relating to the security and protection of persons and property at the Brussels site;

— Controlling access to Parliament's buildings and facilities in Brussels (persons, vehicles, supplies and mail);

— Ensuring that official visits, meetings and events of all kinds run smoothly;

— Advising on the organisation of events and ensuring that staff follow instructions;

— Helping to draw up safety advisories regarding building construction and fitting-out projects and helping to monitor the works;

— Implementing the decisions taken by Parliament's authorities on security and safety;

— Ensuring that national and European security and safety legislation is applied and enforced;

— Liaising with national authorities and other institutions in the field of security and safety.

SECURITY STRASBOURG UNIT

— Carrying out all functions relating to the security and protection of persons and property at the Strasbourg site;

— Controlling access to Parliament's buildings and facilities in Strasbourg (persons, vehicles, supplies and mail);

— Ensuring that official visits, meetings and events of all kinds run smoothly;

— Advising on the organisation of events and ensuring that staff follow instructions;

— Helping to draw up safety advisories regarding building construction and fitting-out projects and helping to monitor the works;

— Implementing the decisions taken by Parliament's authorities on security and safety;

— Ensuring that national and European security and safety legislation is applied and enforced;

— Liaising with national authorities and other institutions in the field of security and safety.

SECURITY LUXEMBOURG UNIT

— Carrying out all functions relating to the security and protection of persons and property at the Luxembourg site;

— Controlling access to Parliament's buildings and facilities in Luxembourg (persons, vehicles, supplies and mail);

— Ensuring that official visits, meetings and events of all kinds run smoothly;

— Advising on the organisation of events and ensuring that staff follow instructions;

— Helping to draw up safety advisories regarding building construction and fitting-out projects and helping to monitor the works;

— Implementing the decisions taken by Parliament's authorities on security and safety;

— Ensuring that national and European security and safety legislation is applied and enforced;

— Liaising with national authorities and other institutions in the field of security and safety.

PROTECTION UNIT

— Ensuring the physical protection of the President of the European Parliament at the three places of work in accordance with Parliament's internal rules and the laws of the countries where missions take place;

— Ensuring that official visits, meetings and events attended by the President of the European Parliament run smoothly;

— Cooperating with internal and external partners involved in preparing the President of the European Parliament's daily activities and missions, notably the Protocol Service, the President's Office, the operational security units and the relevant national police services;

— Liaising with national authorities and other institutions on all matters relating to close protection and security;

— Cooperating closely with the Belgian and French national police in order to provide in-service professional training for close protection officers and armed agents;

— Contributing to the planning and coordination of close protection arrangements for the President of the European Parliament and armed agents; organising the necessary training to enable the members of both teams to carry out their tasks; overseeing the renewal of individual firearms licences;

— Carrying out all tasks relating to the safety and protection of persons and property in the three places of work in the event of an attack endangering human lives and property.