

Making the railway system  
work better for society.

# Call for Applications for a post of Information Security and Privacy Officer in the Executive Office and Communication Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish a reserve list - ERA/CA/2019/001*

## I - JOB CONTENT

The jobholder will work in the Executive Office and Communication Unit (EXO), in the Information Security and Privacy area, under the responsibility of the Information Security and Privacy Coordinator.

### **Main tasks and responsibilities:**

- › To assist and support the Agency's Information Security and Privacy Coordinator in the development of a Privacy Program, including rules and procedures, implementing the General Data Protection Regulation for EU-I (Regulation (EU) 2018/1725<sup>1</sup>);
- › To assist and support the Agency's Information Security and Privacy Coordinator in the development of a Information Security framework, including rules and procedures, based on ISO/IEC 27001 Information Security Management Systems;
- › To provide support in the following:
  - › Recommendations on matters concerning the implementation of the applicable data protection provisions, including the transition to the new Data Protection rules (Regulation (EU) 2018/1725) from the previous regulation (Regulation (EC) No 45/2001),
  - › Advice to staff on aspects relevant to privacy,
  - › Raising awareness on privacy,
  - › Assist the data controllers in the implementation of the Privacy Program, including the development of records, data impact assessments, data breaches procedures etc. within the Integrated Management System of the Agency,
  - › Provide advice and/or supervision on information security management matters, including IT and physical security matters, related to privacy or any other security requirement.

### *Operational and administrative support:*

- › To assist the Agency's Information Security and Privacy Coordinator in ensuring compliance at the Agency level in the application of Regulation (EU) 2018/1725;
- › To provide advice and recommendations to data controllers and/or data subjects on data protection issues or on matters concerning the interpretation/application of Regulation (EU) 2018/1725;
- › To inform data controllers and the ERA management about their obligations and responsibilities;

<sup>1</sup> 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.

- › To analyse, assess and follow-up requests for access to documents when data protection issues are involved;
- › To provide advice on legal matters and/or issues related to Data Protection;
- › To assess the compliance of the data protection with the Integrated Management System (IMS) as well as the information security requirements of the Agency;
- › To assist the Information Security and Privacy Coordinator in handling queries or complaints (where applicable);
- › To organize the personal data inventory and related data flow diagrams and documentation, supporting data controllers in the maintenance of their information in the inventory;
- › To contribute to the investigation (where applicable) of breaches and incidents.

*Internal communication (general) – Information to the staff:*

- › To raise awareness on data protection and information security aspects.

*Internal communication (general) – Internal reporting and communication:*

- › To elaborate internal reports adapted to different audiences on the Privacy Program management and Information Security management KPIs (key performance indicators).

*External and internal co-operation:*

- › To provide assistance related the DPIA of risky processing operations and consultation to the DPO and the EDPS;
- › To respond to requests from the EDPS.

## II - ELIGIBILITY CRITERIA

The selection procedure is open to candidates who satisfy **all** the following eligibility criteria, on the closing date for the submission of applications:

### 1. General requirements:

- › Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein and Norway)<sup>2</sup>;
- › Be entitled to the full rights as a citizen;
- › Have fulfilled any obligations imposed by the applicable laws concerning military service<sup>3</sup>;
- › Meet the character requirements for the duties involved<sup>4</sup>;
- › Be physically fit to perform the duties linked to the post<sup>5</sup>;
- › Have a very good knowledge of an official language<sup>6</sup> of the European Union and a satisfactory knowledge of another official language<sup>7</sup> of the European Union to the extent necessary for the performance of the duties pertaining to the post;

<sup>2</sup> The Member States of the European Union are : Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

<sup>3</sup> If applicable.

<sup>4</sup> Prior to engagement, the successful candidate will be required to provide a certificate confirming the absence of any criminal record.

<sup>5</sup> Prior to engagement, the successful candidate shall be examined in a medical centre indicated by the Agency in order to confirm that the requirements of Article 28 (e) of the Staff Regulation of Officials and CEOS of EU are met.

<sup>6</sup> Your mother tongue or another official EU language of which you have a very good knowledge corresponding to level C1 as defined in the Common European Framework of Reference for Languages (CEFR) <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

<sup>7</sup> Knowledge of your second official EU language corresponding to at least level B2 as defined in the Common European Framework of Reference for Languages (CEFR).

- › Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66<sup>8</sup>.

## 2. Qualifications:

- › Have a level of education which corresponds to completed university studies of at least 3 years attested by a diploma<sup>9</sup> in the field of information security or IT engineering or law (with specialization on information security and privacy) or in a similar discipline related to the job content.

**Only qualifications issued by EU Member State authorities or EEA (European Economic Area) authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.**

## 3. Professional experience:

To qualify for this profile, you must have at the closing date for applications a total of:

- › Professional experience of at least 6 years (following the award of the diploma);
- › At least 3 years of your total professional experience must be **relevant** professional experience<sup>10</sup> in the fields listed in the job content.

## III - SELECTION CRITERIA

*The candidates meeting the eligibility criteria set out above, will be assessed and scored against **selection criteria**. Candidates do not need to satisfy all selection criteria: candidates not satisfying one or more selection criteria will not be immediately excluded from the selection.*

Selection criteria used to assess the candidates applications:

- › Expert knowledge of and relevant working experience developing privacy programs which implement current EU data protection regulations (in particular Regulation (EU) 2018/1725, Regulation (EC) No 45/2001 and Regulation (EU) 2016/679<sup>11</sup>). It will be advantageous to endorse that knowledge and experience with a Data Protection Officer certificate;
- › Good knowledge of and relevant working experience with information security management and risk management practices, such as those based on ISO/IEC 27001<sup>12</sup>, ISO/IEC 27005<sup>13</sup>, ISO 31000<sup>14</sup> international standards. It will be advantageous to endorse that knowledge with relevant certificates issued by accredited organizations (i.e. ISO/IEC 27001 Certified Lead Implementer, ISO/IEC 27005 Certified Risk Manager, ISACA's CISM (Certified Information Security Manager), ISACA's CRISK (Certified in Risk and Information Systems Control) or similar);

<sup>8</sup> See Article 52 (a) of the Staff Regulation of Officials for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

<sup>9</sup> Only studies titles that have been awarded in the EU Member States or that are subject to the equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

<sup>10</sup> Relevant experience should be described in your ERA application form.

<sup>11</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

<sup>12</sup> ISO/IEC 27001:2013 Information technology – Security techniques – Information security management systems Requirements

<sup>13</sup> ISO/IEC 27005:2018 Information technology – Security techniques – Information security risk management

<sup>14</sup> ISO 31000 Risk management

- › Knowledge of and experience with IT security controls, tools, methods and techniques, such as those covered by ISO/IEC 27002<sup>15</sup> standard or the ISC<sup>2</sup> CBK<sup>16</sup>. It will be advantageous to endorse that knowledge with relevant certificates issued by accredited organizations (i.e. ISC<sup>2</sup>'s CISSP (Certified Information Systems Security Professional), CompTIA's Security+, EC-Council's (CEH) Certified Ethical Hacker, EC-Council's LPT (Licensed Penetration Tester), SANS GSEC (GIAC Security Essentials) or similar;
- › Very good knowledge of the English language (spoken and written as proficient user-C1 level).

***The educational/academic qualifications and the professional experiences must be described as precisely as possible in the ERA application form.***

*The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited for an interview and a written test.*

#### IV - INTERVIEW, WRITTEN TEST AND ADDITIONAL TESTS (if applicable)

Candidates selected for the test phase including a structured interview, written test and additional tests (if applicable), will be assessed and scored on the basis of the following criteria:

##### 1. Interview:

- › Professional knowledge and motivation;
- › **Hard skills:**
- › Expert knowledge of and experience with data protection and privacy aspects, both in the legal and in the operational areas, and ideally in the EU Institutions context;
- › Good knowledge of and experience with information security management and risk management practices and methodologies;
- › Knowledge of and experience with IT security controls, techniques and tools;
- › Analytical capabilities.

##### **Soft skills:**

- › Pragmatic approach to problems resolution;
- › Both internal and external customer orientation;
- › Ability to adapt your communication skills to the audience.

##### 2. Written test:

- › Knowledge and competences related to the job;
- › Ability to communicate in written English (as proficient user - C1 level).
- ›

For native English speakers, your ability to communicate in your second EU language will be tested during the interview. As this forms part of the general requirements stated above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

<sup>15</sup> ISO/IEC 27002:2013 Information technology – Security techniques – Code of practice for information security controls  
<sup>16</sup> (ISC)<sup>2</sup> CBK – Common Body of Knowledge (<https://www.isc2.org/Certifications/CBK>)

# Call for Applications for a post of Information Security and Privacy Officer in the Executive Office and Communication Unit

*Contract Agent 3(a) (FGIV) - with a further view to establish a reserve list - ERA/CA/2019/001*

<i>Date of publication:</i> 06/03/2019	<i>Deadline for applications:</i> 04/04/2019 (23.59 CET, Valenciennes local time)
<i>Type of contract:</i> Contract Agent <i>Function group and grade:</i> FGIV	<i>Place of employment:</i> Valenciennes, France
<i>Duration of contract:</i> 4 years and may be renewed	<i>Monthly basic salary:</i> 3.462,02 EUR with a weighting factor of 16,7 % (from 01/07/2018) plus specific allowances where applicable
<i>Unit:</i> The Executive Office and Communication (EXO)	
<i>Applications to be sent by email only to mailbox:</i> <a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a>	<i>Reserve list valid until:</i> 04/04/2021, with the possibility of extension

## THE AGENCY

The European Union Agency for Railways is an agency of the European Commission established by the [Regulation \(EU\) 2016/796](#). Its purpose is to support the development of a Single European Railway Area, without frontiers, guaranteeing a high level of safety.

**The Agency's main objective is to make the railway system work better for society.**

We are committed to achieve this by:

- Providing certifications, authorisations and pre-approval services to the railway sector\*;
- Providing technical support to the European Commission;
- Monitoring National Safety Authorities (NSAs) and Notified Bodies\*;
- Assistance (e.g. dissemination, training) to member states, NSAs and stakeholders;
- Developing a common approach to safety on the European Rail Traffic Management System (ERTMS); and
- Promoting simplified access for customers for the European rail sector.

More details on our activities are available in our [Single Programming Document](#).

The Headquarter of the Agency is in Valenciennes, with some event facilities in Lille dedicated to specific events. Currently the Agency employs 160 staff. [Here](#) you can find our mission, vision and values.

For more information, please read about us on [era.europa.eu](http://era.europa.eu).

\*Starting from June 2019

### *THE EXECUTIVE OFFICE AND COMMUNICATION UNIT*

The Executive Office and Communication Unit (EXO) takes care of the strategic development of the Agency defining key priorities together with the Agency units, the stakeholders, the management board and the Executive Director.

Are part of the EXO Unit:

- › Corporate management and Integrated Management System;
- › Communication; and
- › International relations.

The activities of EXO are linked with setting up and monitoring:

- › The relevant Agency strategies;
- › The budget and the work programme of the Agency;
- › All in coherence with the vision of the Executive Director. The Communication team takes care of defining the right messages and of using the right channel to boost the Agency's reputation by communicating the activities and the achievements. It also work to ensure the right presence in the social media and a correct external and internal communication especially in case of crisis. It is also an EXO task to care about international relations, i.e. cooperation of the Agency with stakeholders within and outside EU.

### *APPLICATION PROCEDURE*

For applications **to be valid**, the candidates must submit the ERA application form duly completed on the closing date for the submission of applications.

**Candidates holding non-EU degrees/diplomas are requested to send the EU validated degrees/diplomas scanned versions together with their ERA application.**

**Failure to comply with the instructions will result in the exclusion from the selection procedure.**

The vehicular language of the Agency being English, candidates are encouraged to apply in English to facilitate the selection process.

Applications must be sent by email to mailbox [jobs@era.europa.eu](mailto:jobs@era.europa.eu) until **04/04/2019** at 23.59 CET (Valenciennes local time) at the latest, **clearly indicating the call for applications reference number in the subject line.**

Please note that applications submitted by fax or postal mail shall not be taken into consideration.

If at any stage in the procedure, it is established that the information provided by a candidate is incorrect, the candidate in question may be disqualified.

It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee, or for anyone to do so on their behalf. The Authority Authorised to Conclude Contracts by delegation (hereinafter AACC) reserves the right to disqualify any candidate who disregards this instruction.

A reserve list will be established and will be valid for 2 years as of the closing date of the selection procedure. The validity of the reserve list may be extended if the AACC so decides. The reserve list may be used for the engagement for other posts carrying the same FG and grade, profile as the one described above.

**Please note that due to the large numbers of applications we might receive by the submission deadline, the system may encounter problems processing large amounts of data. Applicants are therefore advised to send their ERA application well ahead of the deadline.**

**Important:** Supporting documents (e.g. certified copies of degrees/diplomas, proof of experience, etc.) should NOT be sent at this stage but shall be requested at a later stage of the procedure. No documents will be sent back to candidates.

### **SELECTION PROCEDURE**

The selection will be organised as below:

1. The AACC or his delegate sets up a Selection Committee consisting of at least: a Head of Unit (HoU) and/or an Administrator leading a Sector, a member representing Human Resources (HR) and a member representing the Staff Committee (SC);
2. The Selection Committee will check the submitted applications against the specific conditions described in the 'Eligibility criteria' section in the Call for Applications;
3. Applications satisfying these conditions will then be assessed and scored against the selection criteria described in the 'Selection criteria' section in the Call for Applications.
4. The Selection Committee will assess and score each eligible application according to the educational/academic and professional experiences of the candidate with respect to the profile described in the 'Job Content' section in the Call for Applications;
5. The Selection Committee shall invite the first **20** highest scoring candidates scoring no less than a minimum of 60 % of the total points awarded for the selection criteria. All candidates having a score equal to the **20** highest scoring candidate shall be invited;
6. Shortlisted candidates are invited to participate in the next step of the selection procedure generally consisting of an interview and a written test;
7. All interviews and the written test shall be done in English. If your mother tongue is English, the second language indicated in the application form shall be tested;
8. The scores for the interviews and the written test are established as follows:
  - › The total score for the interview: **40 points**      Minimum score to pass: **24 points**
  - › The total score for the written test: **60 points**      Minimum score to pass: **36 points**

**Candidates' written test shall not be assessed if the minimum score to pass during the interview is not reached;**

9. Following the results of the interviews and the written test, the Selection Committee proposes a list of suitable candidates to the AACC. The candidates achieving the qualifying pass marks defined in point 8 will be placed on the reserve list. The reserve list will be in order of merit. Candidates should note that inclusion on the reserve list does not guarantee engagement;
10. Before engaging a contract agent, the AACC or his delegate examines whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. The candidate shall inform the AACC or his delegate, using a specific form of any actual or potential conflict of interest. If necessary, the AACC shall take any appropriate measures;
11. The Agency applies very strict rules on conflict of interest. Given the special and specific nature of the work undertaken by ERA, specific rules on conflict of interests applicable to staff members have been adopted by the Management Board. For more information please refer to [Decision no169](#) of the Management Board Adopting the Framework for Good Administrative Behaviour and its [Annex](#). Applicants must confirm their willingness to comply with these rules in their application form;
12. The reserve list shall be valid until 04/04/2021. It may be extended via an AACC decision;

13. Suitable candidates shall be engaged upon decision of the AACC. Prior to being offered a contract of employment, candidates on the reserve list may be required to undergo an interview with the Executive Director;
14. Prior to being offered a contract of employment, appointed candidates shall be required to submit all relevant documents proving educational background and professional experience;
15. Under no circumstances should candidates approach the selection committee, directly or indirectly, concerning this engagement. The AACC reserves the right to disqualify any candidate who disregards this instruction.

<b>SUMMARY OF CONDITIONS OF EMPLOYMENT AND BENEFITS</b>	
<p>The successful candidates will be engaged in <b>Function Group IV (FGIV)</b>. The grade within Function Group IV will be determined in accordance with the years of professional experience.</p> <p><b>For more information, please refer to Chapter 4, Art. 86 (page 214) and to Chapter 7, Art. 93 (page 216) of the Conditions of Employment of Other Servants:</b></p> <p><a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF</a></p> <ol style="list-style-type: none"> <li>1. Salaries are exempted from national tax, instead a tax to the benefit of the European Union is deducted at source;</li> <li>2. Annual leave entitlement of two days per calendar month plus additional days for age and grade, plus 2 ½ days for expatriate staff and in addition on average 16 public holidays per year;</li> <li>3. General and applicable technical training plus professional development opportunities;</li> <li>4. EU Pension Scheme (after 10 years of service);</li> <li>5. EU Joint Sickness and Insurance Scheme accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance;</li> </ol>	<p><b>Depending on the individual’s personal situation and the place of origin, staff members may be in addition entitled to:</b></p> <ol style="list-style-type: none"> <li>6. Expatriation or foreign residence allowance;</li> <li>7. Household allowance;</li> <li>8. Dependent child allowance;</li> <li>9. Education allowance;</li> <li>10. Installation allowance and reimbursement of removal costs;</li> <li>11. Initial temporary daily subsistence allowance;</li> <li>12. Other benefits (reimbursement of travel expenses on taking up duty, etc.)</li> </ol> <p><b>For further information on the respective conditions, please consult the Annex VII of the Staff Regulations (from page 96 to 110):</b></p> <p><a href="http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF">http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF</a></p>

<b>COMMITMENTS</b>	
<p><b>Commitment to promote equal opportunities:</b></p> <p>The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation</p>	<p><b>Appeal procedure:</b></p> <p>Candidates who participated in a selection procedure may request feedback on their performance of the written test, additional tests and interviews. A candidate who considers that the procedure was implemented incorrectly and/or a mistake has been made at any stage of the</p>



<p>and regardless of disabilities, marital status or other family situation.</p>	<p>assessment procedure may request a review of his/her application, and may lodge a complaint or an appeal. To this end, a request for review may be submitted, within 20 calendar days of the email informing him/her of the rejection of his/her application. The request for review should quote the reference of the selection procedure concerned and should mention clearly the eligibility criterion/a requested to be reconsidered as well as the grounds for requesting the review.</p> <p>This request should be addressed to the Agency's dedicated mailbox (<a href="mailto:jobs@era.europa.eu">jobs@era.europa.eu</a>). The candidate shall be informed, within 15 calendar days following the receipt of his/her request, on the decision of the Selection Committee on the matter.</p>
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<p><b>APPEAL AND COMPLAINT PROCEDURES</b></p>	
<p>If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge an administrative complaint under Article 90 (2) of the Staff Regulations of Officials and Conditions of employment of other servants of the European Union, at the following address: The Chairman of the Management Board European Union Agency for Railways 120, rue Marc Lefrancq FR - 59300 Valenciennes</p> <p>The complaint must be lodged within 3 months from the time the candidate is notified of the act adversely affecting him/her.</p> <p>If the complaint is rejected the candidate may bring a case 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 and Conditions of Employment of Other Servants of the European Communities before: The General Court of the European Union Postal Address L-2925 Luxembourg <a href="http://curia.europa.eu/">http://curia.europa.eu/</a></p> <p>Please note that the AACC does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Court unless rules which govern the proceedings of Selection Committees have been infringed.</p>	<p>It is also possible to complain to the European Ombudsman pursuant to 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 the general conditions governing the performance of the Ombudsman’s duties, published in Official Journal of the European Union L 113 of 4 May 1994:</p> <p>European Ombudsman 1, Avenue du Président Robert Schuman – CS 30403 FR – 67001 Strasbourg Cedex <a href="http://www.ombudsman.europa.eu">http://www.ombudsman.europa.eu</a></p> <p>Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations of Officials of the European Union for lodging, respectively, a complaint or an appeal with the General Court of the European Union under Article 270 of the Treaty on the Functioning of the European Union</p>
<p><b>DATA PROTECTION</b></p>	
<p>The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and engagement at the Agency.</p> <p>The personal information we request from you will be processed in line with 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 Text with EEA reference.</p>	<p>For more information, please consult: <a href="#">Privacy Statement - Selection and engagement of the Agency Staff (TA, CA, SNE and trainees)</a></p>