

**CALL FOR EXPRESSIONS OF INTEREST FOR TEMPORARY AGENTS**  
**FOR THE DIRECTORATE-GENERAL FOR INFORMATICS (DG DIGIT),**  
**THE DIRECTORATE-GENERAL FOR ENERGY (DG ENER),**  
**THE PUBLICATIONS OFFICE (OP),**  
**THE DIRECTORATE-GENERAL FOR TRANSLATION (DGT),**  
**THE DIRECTORATE-GENERAL FOR COMMUNICATION NETWORKS,**  
**CONTENT AND TECHNOLOGY (DG CNECT)**  
**AND EUROSTAT (DG ESTAT)**

**COM/TA/AD/01/20 ADMINISTRATORS (AD 8) & COM/TA/AST/02/20 ASSISTANTS (AST 4)**  
**in the following fields:**

- 1. Advanced Technology: High Performance Computing (AD 8/ AST 4)**
- 2. Advanced Technology: Quantum technologies (AD 8)**
- 3. Data Analysis and Data Science (AD 8/ AST 4)**
- 4. Digital Workplace, Office Automation and Mobile Computing (AD 8/ AST 4)**
- 5. ICT Security (AD 8/ AST 4)**
- 6. IT Infrastructure and Cloud (AD 8/ AST 4)**

***Deadline for registration: 6 February 2020 at 12.00 (midday), Brussels time***

The purpose of these selection procedures is to draw up lists of aptitude from which the abovementioned Directorates-general of the European Commission will recruit temporary agents as *'administrators'* and *'assistants'* (function groups AD and AST, respectively).

Any reference, in the framework of these selection procedures, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

This call and its annexes form the legally binding framework for these selection procedures.

**Number of successful candidates sought per grade and field**

<b>Fields</b>	<b>AD8</b>	<b>AST4</b>
1. Advanced Technology: High Performance Computing	15	5
2. Advanced Technology: Quantum technologies	4	0
3. Data Analysis and Data Science	40	16
4. Digital Workplace, Office Automation and Mobile Computing	12	9
5. ICT Security	50	13
6. IT Infrastructure & Cloud	26	27
<b>Total</b>	147	70

These selection procedures cover two function groups (AD and AST), two grades (AD 8 and AST 4) and several fields (in total, 11 selection procedures). ***Within a grade, you may only apply to one field.*** You must make your choice when you apply online and ***you will not be able to change it after you have validated your online application form.***

The successful candidates may be offered a temporary contract pursuant to Title I, Article 2 a) or 2b) of the Conditions of Employment of other servants of the European Union in accordance

with the Commission Decision of 16 December 2013 on policies for the engagement and use of temporary agents (currently under revision).

The initial duration of the contract is four years for 2a) and 2b) temporary agents and may be renewed for a maximum period of two years.

The total duration of the contract will also take into account the relevant provisions in Commission Decision of 28 April 2004 on the maximum duration of recourse to non-permanent staff (seven years over a 12 year period), as amended by Commission Decision C(2013) 9028 final of 16 December 2013 and Commission Decision C(2019)2548 final of 5 April 2019.

***Please note that the vast majority of posts, which may be offered to successful candidates, will be based in Luxembourg. Only a few posts will be based in Brussels.***

Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 or step 2 of the relevant grade, according to the length of their professional experience. The basic monthly salaries as an indication, as of 1 July 2019, are:

For grade AD 8:

- Step 1: € 7.072,70
- Step 2: € 7.369,90

For grade AST 4:

- Step 1: € 4.315,85
- Step 2: € 4.497,20

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the [Conditions of Employment of Other Servants](#).

## **I - WHAT TASKS CAN I EXPECT TO PERFORM?**

The engaged successful candidates will contribute to the work of the abovementioned Directorates-General in one of the fields above.

As regards the **administrators, COM/TA/AD/01/20(AD 8)**, the functions and duties in the fields may include one or more tasks from the list below. The list of functions and duties associated to the profiles shall not be considered as mutually exclusive:

- Defining ICT policies
- Defining, proposing and implementing new ICT strategies or Commission priorities in the field
- Translating business needs into ICT solutions
- Managing programmes and/or portfolios of projects or IT services
- Participating in the conception and implementation of ICT solutions
- Working with statistical data and Big Data sources: data science and analytics, data estimation, data validation, data quality and dissemination
- Implementing specific ICT EU programmes
- Being responsible for keeping ICT services up and running
- Managing relations with Stakeholders and Customers, and interacting with / steering IT Developers

- Participating in committees and meetings as a technical specialist/expert
- Preparing briefings, reports and presentations in the field
- Describing, improving and documenting processes in the field
- Monitoring and assessing the fulfilment of contractual obligations under grants and/or contracts

As regards the **assistants, COM/TA/AST/02/20 (AST 4)**, the functions and duties in the fields may include one or more tasks from the list below. The list of functions and duties associated to the profiles shall not be considered as mutually exclusive:

- Supporting the implementation of IT projects by:
  - o contributing to solution design
  - o drafting business specifications
  - o applying technical and IT standards into production
  - o assisting in budgetary/resource planning
  - o contributing to work breakdown structures
  - o defining project schedule
  - o monitoring and reporting progress
  - o following-up on agreed change requests
- Analysing and processing statistical data and big data sources
- Supporting teams and work groups in charge of IT projects
- Participating in committees and meetings as a technical specialist
- Contributing to briefings, reports and presentations in these fields
- Participating in the conception and implementation of ICT solutions
- Contributing to the process description, improvement and documentation in these fields
- Contributing to the implementation of specific ICT EU programmes
- Monitoring and assessing the fulfilment of contractual obligations under grants and/or contracts

[Please see ANNEX I for more information about the typical duties to be performed per field.](#)

## II - AM I ELIGIBLE TO APPLY?

You must meet ALL of the following general and specific conditions *on the deadline* for online applications:

### 1) *General conditions:*

- Enjoy full rights as a citizen of a Member State of the EU
- Meet any obligations under national laws on military service
- Meet the character requirements for the duties concerned

### 2) *Specific conditions – languages:*

Article 12.2(e) of the Conditions of Employment of Other Servants (CEOS) provides that temporary agents may be appointed only on the condition that they produce evidence of a thorough knowledge of one of the languages of the Union and a satisfactory knowledge of another language.

You must therefore have knowledge of *at least 2 official EU languages*; one at minimum C1 level (thorough knowledge) and the other at minimum B2 level (satisfactory knowledge).

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the *Common European Framework of Reference for Languages* (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In these selection procedures, we will refer to the languages as:

- Language 1: Language used for the computer-based Multiple-Choice Question tests
- Language 2: Language used for the selection based on qualifications (Talent Screener), field-related interview and for communication between EPSO and the candidates who have submitted a valid application.

***Language 1 can be any of the 24 EU official languages but must be different from language 2.***

***Language 2 must be English or French.***

In the interest of the service, successful candidates recruited for these particular fields are required to have a satisfactory knowledge (minimum B2 level) of English or French. While knowledge of additional languages may be an advantage, successful candidates will mainly use English or French for their work (internal communication or communication with external stakeholders, drafting of specifications and reports, analysis of IT products and environments). Therefore, with respect to DG DIGIT, DG ESTAT, OP, DGT, DG CNECT and DG ENER services, a satisfactory knowledge of one of these languages is essential.

English is widely used in meetings and for communication with other services in the Commission and with external stakeholders, including contacts with other EU Institutions. More generally, English is the language commonly used in the IT world and in all the international fora and organisations. Moreover, learning and development activities in the IT fields covered by these selection procedures are only available in English (especially for IT security). The knowledge of French is relevant for internal communication purposes as this language is, together with English, the most declared language 2 in the 6 participating DGs.

### ***3) Specific conditions - qualifications & work experience:***

**Please note that only diplomas that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.**

#### **For COM/TA/AD/01/20(AD8)**

- A level of education corresponding to ***at least 4 years'*** completed university studies attested by a diploma, followed ***by a minimum of 9 years'*** professional experience in ICT, of which ***a minimum of 3 years*** in the chosen field and related to the duties as described in this call,

**or**

- A level of education corresponding to ***at least 3 years'*** completed university studies attested by a diploma, followed ***by a minimum of 10 years'*** professional experience in ICT, of which ***a minimum of 3 years*** in the chosen field and related to the duties as described in this call.

#### **For COM/TA/AST/02/20 (AST4)**

- A level of post-secondary education of **at least 2 years** attested by a diploma, followed by **at least 6 years'** professional experience in ICT, of which **a minimum of 3 years** in the chosen field and related to the duties as described in this call

**or**

- Secondary education attested by a diploma giving access to post-secondary education followed by **at least 9 years'** professional experience in ICT, of which **a minimum of 3 years** in the chosen field and related to the duties as described in this call.

The **professional experience** requested for the selection procedures above may have been gained, for example, in private companies, in international organisations and/or bodies, EU institutions and/or agencies, national and/or regional administrations, academia, research institutes, industry, non-governmental organisations or as a self-employed activity and will only be taken into account if it:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- is subject to the following conditions:
  - **traineeships:** if remunerated,
  - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - **maternity/paternity/adoption leave:** if covered by an employment contract,
  - **doctorate:** for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
  - **part-time work:** calculated pro-rata on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

### **III - HOW WILL I BE SELECTED?**

#### ***1) Application process***

When completing your application form, you will have to select a language 1 and a language 2. You will have to select your language 1 among any of the 24 official EU languages and your language 2 from among **English and French**. You will also be asked to confirm your eligibility for the chosen field and provide further information **relevant to the chosen field** (for example: diplomas, work experience and answers to field-related questions (Talent Screener)).

You can select any of the 24 official EU languages when completing your application form, except for the Talent Screener section which **must be completed in your language 2** for the following reasons: the Talent Screener is subject to a comparative assessment by the Selection Committee, it is used as a reference document by the Committee during the field-related interview and is used for recruitment purposes if a candidate is successful. It is therefore in the interest of the service and the candidates to complete the Talent Screener in Language 2.

**If you do not complete the Talent Screener section in Language 2, you will be disqualified.**

Please note that your whole application form will be accessed by the Selection Committee (during the selection procedure) and by the HR services of the European Commission (for recruitment in case you are a successful candidate) who work in a limited number of vehicular languages.

In case you succeed and your name is placed on the list of aptitude, you will be asked to provide a translation of the application form in language 2 (English or French) to the recruiting services if you have used another language for filling in the application form.

By validating your application form you declare on your honour that you meet all the conditions mentioned under the section ‘Am I eligible to apply?’ ***Once you have validated your application form, you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application within the deadline.***

## ***2) Computer-based Multiple-Choice Question (MCQ) tests***

If you validate your application form within the deadline you will be invited to sit a series of computer-based MCQ tests in one of EPSO's accredited centres.

Unless instructed otherwise, ***you must book*** an appointment for the MCQ tests following the instructions received from EPSO. Typically, you will be offered several dates on which you can sit the tests, in various locations. The booking and testing periods ***are limited.***

The computer-based MCQ tests will be organised as follows:

<b>Tests</b>	<b>Language</b>	<b>Questions</b>	<b>Duration</b>	<b>Pass mark</b>
Verbal reasoning	Language 1	10 questions	18 min	5/10
Numerical reasoning	Language 1	10 questions	20 min	5/10
Abstract reasoning	Language 1	20 questions	20 min	10/20

The results of the verbal reasoning test will not be taken into account in the calculation of your total MCQ tests mark. However, you must reach the minimum pass marks in all tests in order to be able to qualify for the next stage of the procedure. Where a number of candidates tie for the last available place, they will all be admitted to next stage.

These results will not be added to the results obtained in the subsequent tests.

## ***3) Eligibility checks***

The eligibility requirements laid down in the section ‘Am I eligible to apply?’ above will be checked against the data provided in candidates’ online applications. The authority authorised to conclude contracts (AACC) will check whether you meet the general eligibility conditions while the Selection Committee will check compliance with the specific eligibility conditions under the sections ‘Education and Training’, ‘Professional Experience’ and ‘Language Skills’ of the candidates’ online application, taking into account the duties mentioned in Annex I.

Candidates’ applications will be checked for eligibility in descending order of the overall marks obtained in the numerical and abstract reasoning tests, until the number of eligible candidates reaches ***approximately 9 times, but no more than 10 times***, the number of successful candidates sought for each selection procedure. The other files will not be checked.

## ***4) Selection based on qualifications***

For those candidates retained following the abovementioned tests and eligibility checks, the selection based on qualifications will then be carried out using the information they have provided in the application form's Talent Screener tab. For each selection procedure, the Selection Committee

will assign each *selection criterion* a weighting that reflects its relative importance (1 to 3) and each of the candidate's responses will be awarded between 0 and 4 points.

The Selection Committee will then multiply the points by the weighting for each criterion and add these to identify those whose profiles best match the duties to be performed.

Only the candidates with the highest overall marks at the selection based on qualifications will go through to the next stage.

[Please see ANNEX II for the list of criteria per field.](#)

### **5) Field-related interview**

If you meet the eligibility requirements according to the data in your online application and if you scored one of the *highest overall marks* for the selection based on qualifications, you will be invited to attend a field-related interview in your *language 2*, most probably in *Luxembourg/Brussels*.

*A maximum of 3 times* the number of successful candidates sought for each selection procedure will be invited. Where a number of candidates tie for the last available place, they will all be admitted to the field-related interview.

*The purpose of the field-related interview* is to assess and compare objectively and impartially candidates' qualifications and professional experience in their chosen field as set out in this call.

*N.B.* Interviews may be carried out via video-conference. Candidates will be instructed accordingly.

*The field-related interview will be marked out of 100, with a pass mark of 50.*

Unless instructed otherwise, you will have to bring a USB key containing scanned copies of your supporting documents to your field-related interview. EPSO will download your files during your interview and return the USB key to you on the same day.

### **6) List of Aptitude**

After checking candidates' supporting documents against the information provided in their online application form, the Selection Committee will draw up a *list of aptitude* for each selection procedure - until the number of successful candidates sought is reached - of those eligible candidates who have obtained the highest overall marks following the field-related interview. Where candidates tie for the last available place on the list, they will all be included on the list. Names will be listed alphabetically.

The lists of aptitude of successful candidates will be made available to the European Commission for recruitment procedures and future career development. Inclusion on an aptitude list *does not confer any right to or guarantee of* recruitment.

## **IV - EQUAL OPPORTUNITIES AND SPECIAL ADJUSTMENTS**

EPSO endeavours to apply equal opportunities, treatment and access to all candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and let us know the type of special adjustments you need.

If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible using the contact information indicated below.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be taken into consideration.

For more information, please contact the EPSO-accessibility team by:

- e-mail ([EPSO-accessibility@ec.europa.eu](mailto:EPSO-accessibility@ec.europa.eu));
- fax (+32 2 299 80 81); or
- post: European Personnel Selection Office (EPSO)  
EPSO accessibility  
Avenue de Cortenbergh/Kortenberglaan 25  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

Please clearly label this correspondence '**EPSO accessibility,**' quoting **your name**, the **number of the selection procedure** and **your application number**.

The supporting documents will be examined on a case-by-case basis and where duly justified, in light both of the evidence submitted and of the principle of equal treatment of candidates, special arrangements may be offered by EPSO within the limits of what is judged to be reasonable.

## **V. - WHEN AND WHERE CAN I APPLY?**

You must apply online on the EPSO website <http://jobs.eu-careers.eu> by:

***6 February 2020 at 12.00 (midday), Brussels time.***

Your application must be submitted via your EPSO account by means of the online application form, following the instructions on the EPSO website relating to the various stages of the procedure.

If you do not have an EPSO account you should create one by following the instructions for creating an account on the EPSO website [www.eu-careers.eu](http://www.eu-careers.eu).

You must have a valid e-mail address and are responsible for keeping it, as well as your personal details, up to date in your EPSO account.



## ANNEX I

### DUTIES

#### **1. COM/TA/AD/01/20(AD 8)**

The main *general* duties of the successful candidates recruited from this selection procedure will include:

- Project management: analysis, proposal, design, cost estimation, identification and acquisition of required resources, scheduling activities, follow-up of implementation, change management and reporting;
- Participation/coordination/leading team(s) in charge of project activities or in charge of the provision of IT services.

Depending on the chosen field, *specific* duties of the successful candidates may include the following:

#### ***Field 1: Advanced Technology: High Performance Computing***

**High Performance Computers experts** will mainly be involved in the following:

- Definition and implementation of the Commission's policy and strategy in High Performance Computing (HPC)
- Implementation of the European HPC strategy
- Support the Commission's operations of the EuroHPC Joint Undertaking
- Identification of innovation opportunities and of new research areas
- Dissemination and communication of the European HPC strategy, policy and activities, and participation in consultations with the constituency
- Coordination of operations for the technical implementation of High Performance Computers projects of the Commission
- Coordination of the operational implementation of infrastructural High Performance Computers services of the Commission

#### ***Field 2: Advanced Technology: Quantum Technologies***

**Quantum Technologies experts** will mainly be involved in the following:

- Definition and implementation of the Commission's policy and strategy in quantum technologies
- Implementation of the Quantum Technologies Future & Emerging Technologies (FET) Flagship initiative
- Monitoring and follow-up of projects funded by the Quantum Technologies FET Flagship initiative
- Identification of innovation opportunities and of new research areas
- Dissemination and communication of the Quantum Technologies FET Flagship initiative and participation in consultations with the constituency

#### ***Field 3: Data Analysis and Data Science***

**Data Analysis experts** will mainly be involved in the following:

- Architecture, analysis and technical and administrative supervision in the area of Data science and analytics, Data estimation and validation, Data management and validation, Data quality and dissemination
- Definition of (statistical) process for Data estimation, imputations and output checking.
- Identification of sample size and stratification
- Outlier identification and time series analysis and econometrics
- Drafting (statistical) data dissemination and validation policies, standards and guidelines
- Analysis and assessment of the quality of data
- Developing and applying methods, tools, and procedures for processing and interpreting data, which may involve the use of advanced quantitative techniques for assessment and valuation purposes
- Management of IT projects (full lifecycle), including elaboration and / or acquisition of information systems, and review of project documentation (PM<sup>2</sup> methodology) as well as maintenance of information systems

**Data Science experts** will mainly be involved in the following:

- Data architecture, including definition of the combinations of data sources, data storage facilities, data services, data validation procedure, analytics
- Data, information and knowledge management: conception, consultancy and implementation in the field of ontologies, multilingual thesauri and taxonomies, structured information based on XML technology, Linked Open Data (LOD)
- Management of Big Data, unstructured and structured information, reference databases
- Data Integration and linking
- Identification and implementation of solutions based on emerging technologies related to data, such are artificial intelligence, modern business intelligence, advanced analytics
- Developing and applying methods, tools, and procedures for processing, interpreting and synthesising Data
- Conception and implementation of data protection measures
- Conception and implementation of data security measures
- Identification and implementation of data strategies
- Project management of data projects (full lifecycle)
- Service management of data solutions/data ecosystems
- Conception, deployment and management of data infrastructure solutions
- Data and metadata standards
- Application of advanced data analysis and machine learning techniques, including "deep learning" based on neural models, to machine translation related tasks, including, but not limited to domain adaptation
- Acquisition and management of data sources, such as parallel, comparable, and monolingual corpora (including data crawled from the Web or artificial parallel corpora via back-translation)
- Acquisition and management of data sources for building improved pre- and post-processing tools (e.g. morphological and syntactic analysis, re-ordering, re-scoring, quality estimation)

#### ***Field 4: Digital Workplace, Office Automation and Mobile Computing***

**Digital Workplace, Office Automation and Mobile Computing experts** will mainly be involved in the following:

- Architecture, design, implementation, operation, development and support of solutions/services in areas such as office automation, including Open Source Software (OSS) products, digital workplace and mobile computing

- Implementation of the security policies for these services and the proposal of evolution of these services to enable timely adaptation to evolving business needs
- Identification of state of the art data technologies in order to contribute to the definition of new data strategies
- Coordination of architectural, deployment and integration activities and management of new infrastructures and solutions
- Management of IT projects (full lifecycle), including elaboration and / or acquisition of information systems, and review of project documentation (PM<sup>2</sup> methodology) as well as maintenance of information systems
- Programme management aligned with the strategic objectives of the service
- Project portfolio management
- Implementation of maintenance (corrective, curative, evolutive, preventive) of information systems

### ***Field 5: ICT Security***

**ICT Security experts** will mainly be involved in the following:

- Draft IT security policies and standards
- Provide CERT Services: conceptualisation, analysis and technical and administrative supervision in the area of ICT security, support and infrastructure
- Review IT security frameworks and support the improvement of IT Security processes
- Perform architecture design, analysis, technical and legal drafting and implementation of security controls adapted to the assessed level of risk
- Identify, assess and integrate security products, including development or improvement of specific security tools
- Support project teams in periodic security assessment, security testing, vulnerability management, security events monitoring and incident response
- Conduct IT security audits and incident investigations
- Propose cyber security awareness raising measures
- Conduct Cyber Security Operations: monitoring and detection, incident response, threat hunting, security assurance, security operations engineering
- Management of IT projects (full lifecycle), including elaboration and / or acquisition of information systems, and review of project documentation (PM<sup>2</sup> methodology) as well as maintenance of information systems Assistance and consultancy in the domains of Identity & Access Management and of Electronic Signature
- Participate in functional and technical working groups, review technical proposals to ensure compliance with security standards and best practices

### ***Field 6: IT Infrastructure and Cloud***

**IT Infrastructure experts** will mainly be involved in the following:

- Architecture, implementation, operation and management of solutions/services in areas of ICT enterprise infrastructure and corporate data centres. In particular, integration and management of physical and virtual components (operating systems, servers, storage systems, databases, application servers, network), services (remote access, internet access, voice/data communication, mobile services, security, wide-area networks) and of private and public Cloud Computing technologies and services

- Management and coordination of operational activities via managed service contracts within technological domains typically found in ICT enterprise infrastructures and corporate Data Centres
- Development and management of business and technical service catalogues
- Design and implementation of enterprise information security policies and business continuity frameworks for IT infrastructure services
- Management of IT (full lifecycle), including elaboration and/or acquisition of information systems, and review of project documentation (PM<sup>2</sup> methodology) as well as maintenance of information systems

## **2. COM/TA/AST/02/20 (AST 4)**

The main *general* duties of the successful candidates recruited from this selection procedure will include:

- Project management: assisting in the analysis, proposal, design, cost estimation, identification and acquisition of required resources, scheduling activities, follow-up of implementation, change management and reporting;
- Participation in project activities.

Depending on the chosen field, *specific* duties of the successful candidates may include the following:

### ***Field 1: Advanced Technology: High Performance Computing***

**Assistants in High Performance Computing (HPC)** will mainly be involved in the following:

- Assist in the identification of use cases for High Performance Computers in the Commission
- Support the implementation of Commission use cases in High Performance Computers
- Operational implementation of infrastructure services, on premises or in cloud, to support High Performance Computers
- Support the feasibility and opportunity assessment of Commission High Performance Computers projects
- Support High Performance Computers operations of the Commission: operational analysis of specific requests; technical preparation of data; evaluation and allocation of the required computational resources associated to specific requests of services; set-up and monitoring of High Performance Computers sessions/use; optimization of the combination of required computational resources; set-up and monitoring of security related aspects; High Performance Computers reporting and dashboarding; High Performance Computers helpdesking, troubleshooting and operational problem solving; High Performance Computers cost monitoring.
- Support the operational optimisation of High Performance Computers solutions: project optimisation; resource optimisation; system optimisation; High Performance Computers technical coordination with IT infrastructures (data platforms, network systems, information systems)
- Support High Performance Computers communication and training activities

### ***Field 3: Data Analysis and Data Science***

**Assistant Data Analysts** will mainly be involved in the following:

- Operationalise data architecture, data analysis and technical and administrative supervision in the area of Data analytics, Artificial Intelligence, Business intelligence, advanced analytics, Data estimation and validation, Data management, Data quality and dissemination
- Implementing (statistical) process for Data estimation, imputations and output checking
- Operational identification of sample size and stratification
- Outlier identification and time series analysis and econometrics
- Supporting the operational drafting (statistical) data dissemination and validation policies, standards and guidelines
- Analysing and assessing the quality of data
- Applying methods, tools, and procedures for processing and interpreting data, which may involve the use of advanced quantitative techniques for assessment and valuation purposes
- Project management of IT/Data development projects (full lifecycle)

**Assistant Data Scientists** will mainly be involved in the following:

- Implementing data architecture, including the combinations of data sources, data storage facilities, data services, data validation procedure, analytics
- Data, information and knowledge management support: conception, consultancy and implementation in the field of ontologies, multilingual thesauri and taxonomies, structured information based on XML technology, Linked Open Data (LOD)
- Operational data integration and linking
- Contribute to the identification and implementation of solutions based on emerging technologies related to data, such are artificial intelligence, modern business intelligence, advanced analytics
- Implementing methods, tools, and procedures for processing, interpreting and synthesising Data
- Implementing data protection measures
- Implementing data security measures
- Implementation of data strategies
- Technical support to IT projects related to data management (full lifecycle)
- Application of advanced data analysis and machine learning techniques, including "deep learning" based on neural models, to machine translation related tasks, including, but not limited to domain adaptation
- Acquisition and management of data sources, such as parallel, comparable, and monolingual corpora (including data crawled from the Web or artificial parallel corpora via back-translation)
- Acquisition and management of data sources for building improved pre- and post-processing tools (e.g. morphological and syntactic analysis, re-ordering, re-scoring, quality estimation)

#### ***Field 4: Digital Workplace, Office Automation and Mobile Computing***

**Digital Workplace, Office Automation and Mobile Computing Assistants** will mainly be involved in the following:

- Ensure the administration of the IT support services for the Digital Workplace (implementation, operation, improvement and projects), particularly:
  - o Assist the DWP Service Manager and the hierarchy in programming, organising, prioritising and reporting on the correct functioning of the Service Desk team,

including the coordination of the team in charge of the following key ITIL processes: Incident Management, Monitoring and Events Handling, Requests Fulfilment

- Coordination and supervision of the activities of the Service Desk along the two lines of process management and technical competence centres, in the context of the DWP Service. The Service Desk is responsible for the following key activities: Service Desk for Customer contact handling, Incident Management (1st level), Monitoring and Events handling, Requests Fulfilment
- Contribution to the improvement and maintenance of informatics tools, products, projects, services and standardised IT models through technical watch and testing
- Ensure the communication concerning the activities related to the DWP services towards the end-users, included the IRMs community and the internal team.

Communication will therefore be both technical and popular

- Coordination with contractors on IT assets lifecycle management
- Validation of IT end-users requests in compliance with specific documents like the allocation policies and the rules of the management of all IT resources, including IT security aspects
- Management of the installation, the moves and the replacement of IT equipment
- Supervision and/or performance of adequate implementation of maintenance (corrective, curative, evolutive, preventive) of information systems

### ***Field 5: ICT Security***

**ICT Security Assistants** will mainly be involved in the following:

- Support for CERT Services: assisting in service definition, provide technical and administrative support in delivering the services in the area of ICT security
- Contributing to the definition of IT security frameworks, supporting the improvement of IT Security processes
- Assistance in the tasks focused on architecture design, analysis, technical and legal drafting and implementation of security controls adapted to the assessed level of risk
- Support for the identification assessment and integration of security products including specific tasks towards development or improvement of related security tools
- Support to project teams in periodic security assessment, security testing, vulnerability management, security events monitoring and incident response
- Contribution to IT security audits and incident investigations
- Proposing cyber security awareness raising measures
- Assistance in Cyber Security Operations: monitoring and detection, threat hunting, incident response, security assurance, security operations engineering
- Tasks in support of the implementation IT development projects, applying adopted project management practices (PM<sup>2</sup> methodology)
- Assistance and support in the domains of Identity & Access Management and of Electronic Signature
- Preparation and participation in functional and technical working groups, assessment of technical proposals, monitoring compliance with security standards and best practices
- Support architecture design of security controls adapted to the assessed level of risk

### ***Field 6: IT Infrastructure and Cloud***

**IT Infrastructure Assistants** will mainly be involved in the following:

- Design, implementation, operation and support of solutions/services in areas of ICT enterprise infrastructure, corporate datacentres, private and public cloud. In particular, integration and management of physical and virtual components (operating systems, containers, container orchestration software, servers, storage systems, databases, application servers, network elements, automation stack, software delivery pipelines), services (remote access, internet access, voice/datacommunication, mobile services, security,) from either on premises cloud or in public cloud
- Technical Advisory role in the context of architecture based on hybrid cloud solutions mixing both public and on premises cloud service offering
- Coordination of operational activities via managed service contracts within technological domains typically found in ICT enterprise infrastructures, corporate Data Centres and public cloud offering
- Product Management of ICT Infrastructure components including but not limited to operating systems, servers, container, container orchestration software, storage systems, databases, application servers, network elements, software delivery pipelines , automation software

[End of ANNEX I, click here to return to main text](#)

## ANNEX II

### SELECTION CRITERIA

*The Selection Committee considers the following criteria for the selection based on qualifications:*

#### COM/TA/AD/01/20(AD 8)

##### ***Field 1: Advanced Technology: High Performance Computing***

1. A university degree in computer science, IT engineering, electrical engineering, telecommunication engineering, micro/nano electronics, physics, chemistry, biology, artificial intelligence, or software development.
2. At least three years' professional experience in one or more of the following fields:
  - a. Parallel programming and coding
  - b. Software development
  - c. Computer or chip design
  - d. Datacentre management
  - e. Management of Compute platforms
  - f. Management of Data Platforms
  - g. Management of Application/Middleware Infrastructure (Database and/or Content Management Systems and Application Server)
  - h. Analysis of large data sets or unstructured information
  - i. Scientific modelling
  - j. Application of high performance computing
  - k. Artificial intelligence
  - l. Applied statistics
  - m. Applied mathematics
3. At least three years' professional experience in carrying out Research & Development, or managing Research & Development projects.
4. Professional experience in applying Project Management methodology
5. Professional experience in the implementation of Research & Development actions supported by public funding programmes.
6. Professional experience in administrative and financial management of Research & Development actions.
7. Professional experience in drafting technical or non-technical reports on any subject related to Research & Development, science, IT or policy.
8. Experience in public speaking.

##### ***Field 2: Advanced Technology: Quantum Technologies***

1. A university degree in computer science, IT engineering, electrical engineering, telecommunication engineering, micro/nano electronics, photonics, physics, chemistry, cybersecurity, or software development.
2. At least three years' professional experience in one or more of the following fields:
  - a. Quantum physics
  - b. Micro/nano electronics
  - c. Photonics
  - d. Electrical engineering
  - e. Telecommunication networks
  - f. Sensing or metrology



- g. Cybersecurity
  - h. Software development
  - i. Computer design
3. At least three years' professional experience in carrying out Research and Development, or managing Research and Development projects.
  4. Professional experience in applying Project Management methodology.
  5. Professional experience with the implementation of Research & Development actions supported by public funding programmes.
  6. Professional experience in administrative and financial management of Research and Development actions.
  7. Professional experience in drafting technical or non-technical reports on any subject related to Research & Development, science, IT or policy.
  8. Experience in public speaking.

### ***Field 3: Data Analysis and Data Science***

1. Professional experience in management of projects in the field of data processing.
2. Professional experience in Data Service Management.
3. Professional experience of Data Governance frameworks.
4. Professional experience in management of projects or in management of activities and services in the field of data analysis (outlier identification and treatment, panel data, model based estimator, time series and survey).
5. Professional experience in a data management related field (web scraping & analytics, statistical learning, machine learning, algorithm based estimates, geospatial statistics, scan data and data sensors).
6. Professional experience in research and use of data analysis tools.
7. Professional experience in the research and management of Big Data, unstructured information and reference databases.
8. Professional experience in metadata handling, outlier identification and time series analysis and econometrics.
9. Professional experience in statistical data dissemination and validation policies, standards and guidelines.
10. Professional experience in management of large scale IT systems dedicated to data exchange, processing and dissemination.
11. Professional experience in developing and applying methods, tools, and procedures for processing and interpreting data, which may involve the use of advanced quantitative techniques for assessment and valuation purposes.

### ***Field 4: Digital Workplace, Office Automation and Mobile Computing***

1. Professional experience in the definition and design of solutions/services in multiple, enterprise-scale implementation projects related to the digital workplace, office automation and mobile computing.
2. Professional experience in the implementation, operation, development and support of solutions/services in multiple, enterprise-scale implementation projects related to the digital workplace, office automation and mobile computing.
3. Professional experience in the implementation of security policies in multiple, enterprise-scale implementation projects related to the digital workplace, office automation and mobile computing.

4. Professional experience in the coordination of architectural, deployment and integration activities and management of new infrastructures and solutions.
5. Professional experience of common digital workplace, office automation and mobile computing architectures, design and development.
6. Professional experience in resource planning, including requirements analysis, resource estimation and allocation.
7. Certification in a Project Management methodology.

***Field 5: ICT Security***

1. Professional experience in the design, analysis, technical and legal drafting and implementation of security controls adapted to the assessed level of risk (including quality checks).
2. Professional experience in analysing market trends for security products.
3. Professional experience in: periodic security assessment, security testing and vulnerability management.
4. Professional experience in cyber security awareness raising measures.
5. Certification and professional experience in a Project Management methodology and/or in service management.
6. Security certifications in the field of risk management, security management or security incident response.
7. Professional experience in identity and access management.
8. Professional experience in secure coding and cryptography.

***Field 6: IT Infrastructure and Cloud***

1. Qualification and/or professional experience in service management (ITIL certification).
2. Professional experience in implementing and operating one or multiple fields of data centre services (compute platform services, storage and backup services, application infrastructure services, networks and security services).
3. Professional experience in managing service contracts in one or multiple fields of data centre services (compute platform services, storage and backup services, application infrastructure services, networks and security services) delivered entirely or partially by sub-contracted service providers.
4. Professional experience in technologies involved in one or more of the following fields:
  - a. Management of Compute platform (Operating Systems, Virtualisation, Physical servers)
  - b. Management of Storage and/or Management of Backup Services
  - c. Management of Application/Middleware Infrastructure (Database and/or Content Management Systems and Application Server)
  - d. Management of physical data centre facilities and assets
  - e. Management of networks and security services technologies.
5. Professional experience in project management for data centre services delivered in classical mode and /or cloud oriented (compute platform services, storage and backup services, application infrastructure services).
6. Certification in a Project Management methodology.
7. Professional experience in information security frameworks and their application on network and security services.
8. Professional experience in design and implementation of one or multiple fields of data centre services (compute platform services, storage and backup services, application infrastructure services, networks and security services).

## 2. COM/TA/AST/02/20 (AST 4)

### *Field 1: Advanced Technology: High Performance Computing*

1. Professional experience in one or more of the following fields:
  - a. Parallel programming and coding
  - b. Software development
  - c. Computer or chip design
  - d. Datacentre management
  - e. Management of Compute platforms
  - f. Management of Application/Middleware Infrastructure (Database and/or Content Management Systems and Application Server)
  - g. Management of data platforms
  - h. Analysis of large data sets or unstructured information
  - i. Scientific modelling
  - j. Application of high performance computing
  - k. Artificial intelligence
  - l. Applied statistics
  - m. Applied mathematics
  - n. IT system integration
2. Diploma in computer science, IT engineering, electrical engineering, telecommunication engineering, micro/nano electronics, physics, chemistry, biology, artificial intelligence, applied statistics, applied mathematics or software development.
3. Professional experience in applying Project Management methodology.
4. Professional experience in assisting in the administrative and financial management of projects/processes.
5. Professional experience in supporting IT and/or Research & Development operations.
6. Professional experience in drafting technical or non-technical reports.
7. Experience in public speaking.

### *Field 3: Data Analysis and Data Science*

1. Professional experience in the field of data processing.
2. Professional experience in Data Service Management.
3. Professional experience of Data Governance.
4. Professional experience in applying Project Management methodology.
5. Professional experience of support to activities and services in the field of data analysis such as outlier identification and treatment, panel data, model based estimator, time series and survey.
6. Professional experience of support to a data management related field such as web scraping&analytics, statistical learning, machine learning, algorithm base estimates, geospatial statistics, scan data and data sensors.
7. Professional experience in using data analysis tools.
8. Professional experience in the management of Big Data, unstructured information and reference databases.
9. Professional experience in metadata handling, outlier identification and time series analysis and econometrics.
10. Professional experience in statistical data dissemination and validation.

11. Professional experience in management and/or support of large scale IT systems dedicated to data exchange, processing and dissemination.

#### ***Field 4: Digital Workplace, Office Automation and Mobile Computing***

1. Professional experience in assisting in the definition and design of solutions/services in multiple, enterprise-scale implementation projects related to the digital workplace, office automation and mobile computing.
2. Professional experience in contributing to the implementation, operation, development and support of solutions/services in multiple, enterprise-scale implementation projects related to the digital workplace, office automation and mobile computing.
3. Professional experience in contributing to the implementation of security policies in multiple, enterprise-scale implementation projects related to the digital workplace, office automation and mobile computing.
4. Professional experience in support to architectural, deployment and integration activities and management of new infrastructures and solutions.
5. Professional experience in contributing to common digital workplace, office automation and mobile computing architectures, design and development.
6. Professional experience in assisting in resource planning, including requirements analysis, resource estimation and allocation.
7. Certification in a Project Management methodology.

#### ***Field 5: ICT Security***

1. Professional experience in assisting in the design, analysis, technical and legal drafting and implementation of security controls adapted to the assessed level of risk (including quality checks).
2. Professional experience in the identification, assessment and integration of security products, including development, security vulnerability management, vulnerability assessment, penetration testing, or improvement of specific security tools (amongst others deployment of open-source solutions in the area of IT security).
3. Professional experience in: periodic security assessment, IT security audit, vulnerability management, vulnerability assessment, penetration testing or IT Security implementation.
4. Professional experience in security audits.
5. Professional experience in cyber security awareness raising measures.
6. Professional experience in IT security monitoring and IT security incidents detection, IT security incident response and incident investigations, security assurance, security operations engineering.
7. Certification in a Project Management methodology and/or in service management.
8. Security certifications in the field of risk management, security management or security incident response.
9. Professional experience in IT project management and/or IT service management.
10. Professional experience in identity and access management (i.e. authentication, authorisation and identity federation).
11. Professional experience in secure coding and cryptography (e.g. OWASP, hashing, symmetric encryption, asymmetric encryption).

#### ***Field 6: IT Infrastructure and Cloud***

1. Qualification and/or professional experience in service management (ITIL certification).
2. Professional experience in contributing to the implementation and operation of one or multiple fields of data centre services delivered in classical mode and/or cloud oriented

- (compute platform services, storage and backup services, application infrastructure services, networks and security services).
3. Professional experience in supporting the management of service contracts in one or multiple fields of data centre services delivered in classical mode and/or cloud oriented (compute platform services, storage and backup services, application infrastructure services, networks and security services) delivered entirely or partially by sub-contracted service providers.
  4. Professional experience in technologies involved in one or more of the following fields:
    - a. Management of Compute platform (Operating Systems, Virtualisation, Physical servers)
    - b. Management of Storage and/or Management of Backup Services
    - c. Management of Application/Middleware Infrastructure (Database and/or Content Management Systems and Application Server)
    - d. Management of physical data centre facilities and assets
    - e. Management of networks and security services technologies.
  5. Professional experience in assisting in the management of projects for data centre services delivered in classical mode and/or cloud oriented (compute platform services, storage and backup services, application infrastructure services, networks and security services).
  6. Certification in a Project Management methodology.
  7. Professional experience in information security frameworks and their application on network and security services.
  8. Professional experience in contributing to the design and implementation of one or multiple fields of data centre services delivered in classical mode and/or cloud oriented (compute platform services, storage and backup services, application infrastructure services, networks and security services).

[End of ANNEX II, click here to return to main text](#)

## ANNEX III

### 1. COMMUNICATION WITH CANDIDATES:

Once your application has been registered, you can follow the general progress of the selection procedure by consulting the EPSO website <http://jobs.eu-careers.eu>

Individual information will be available **only in your EPSO account**.

This is the case in particular for:

- MCQ tests: invitation and results;
- Eligibility results;
- Field-related interview: invitation and results.

**You should check your EPSO account regularly — at least twice a week.** It is your responsibility to update your EPSO account to reflect any change of postal or e-mail address.

**In all correspondence you must quote your name as given on your application form, the selection procedure reference and the application number.**

#### 1.1. Automatic disclosure

You will **automatically receive** the following information via your EPSO account after each stage of the selection procedure:

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**;
- **Eligibility:** whether you were admitted; if not, the eligibility conditions that were not met;
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score;
- **Interview:** your results.

## 1.2. Information on request

EPSO endeavours to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Committee proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)) within 10 calendar days of the day your results were published.

## 2. SELECTION COMMITTEE

A Selection Committee is appointed to select the best candidates in the light of the requirements set out in the call.

The Selection Committee also decides on the difficulty of the computer-based Multiple-Choice Question (MCQ) tests.

The decisions establishing the Selection Committee members will be published on the EPSO website <http://jobs.eu-careers.eu>

**Candidates are strictly forbidden to make any contact related to the selection procedures with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will result in disqualification from the selection procedure.**

## 3. REQUESTS, COMPLAINTS AND APPEALS

### 3.1. Technical and organisational issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, **please inform EPSO exclusively** via the EPSO website ([https://epso.europa.eu/contact/form\\_en](https://epso.europa.eu/contact/form_en)).

In all correspondence, please mention your **name** (as given in your EPSO account), your **application number** and the **reference number of the selection procedure**.

**If the problem occurs at a test centre, please:**

- alert the invigilators immediately so that a solution can be sought at the centre itself. In any case, ask them to record your complaint in writing, and
- contact EPSO no later than **3 calendar days** after your tests via the EPSO website ([https://epso.europa.eu/contact/form\\_en](https://epso.europa.eu/contact/form_en)), with a brief description of the problem.



For **problems occurring outside test centres** (for example, concerning the test booking process), please follow the instructions in your EPSO account and on EPSO's website or contact EPSO immediately via the EPSO website ([https://epso.europa.eu/contact/form\\_en](https://epso.europa.eu/contact/form_en)).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website ([https://epso.europa.eu/contact/form\\_en](https://epso.europa.eu/contact/form_en)). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

### **3.2. Error in the computer-based multiple-choice question (MCQ) tests**

The MCQ database is subject to permanent in-depth quality control by EPSO.

If you believe that an error in one or more of the MCQs made it impossible for you to answer or affected your ability to answer, you are entitled to ask for the question(s) to be reviewed by the Selection Committee (under the 'neutralisation' procedure).

Under this procedure, the Selection Committee may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in the relevant sections of this Call.

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** ([https://epso.europa.eu/help/forms/complaints\\_en](https://epso.europa.eu/help/forms/complaints_en)),
- **language:** in the language 2 you chose for the selection procedure in question
- **deadline:** within **3 calendar days** of the date of your computer-based tests
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

**Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error will not be taken into account.**

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

### **3.3. Request for review:**

You can request a review of any decision taken by the Selection Committee/the authority authorised to conclude contracts that establishes your results and/or determines whether you can proceed to the next stage of the selection procedure or are excluded.

Requests for review may be based on:

- a material irregularity in the selection procedure process; and/or
- non-compliance, by the Selection Committee or the authority authorised to conclude contracts with the Staff Regulations, the call, its annexes and/or case law.
- **procedure:** please contact EPSO **only via the EPSO website** ([https://epso.europa.eu/help/forms/complaints\\_en](https://epso.europa.eu/help/forms/complaints_en));
- **language:** in the Language 2 you chose for the selection procedure in question;

- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account;
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

Requests received after the deadline will not be taken into account.

### 3.4 Appeal procedures

You can lodge a complaint under Article 90(2) of the Staff Regulations. You should send only one copy, in one of the following ways:

- by e-mail, preferably in pdf format, to functional mailbox HR MAIL E.2 ([HR-MAIL-E2@ec.europa.eu](mailto:HR-MAIL-E2@ec.europa.eu)) or
- by fax to (32-2) 295 00 39 or
- by mail to SC11 4/57 or
- delivered in person to SC11 4/57 (between 9.00 and 12.00 or between 14.00 and 17.00).

The three-month time limit for initiating this type of procedure (see Staff Regulations <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20180101:EN:PDF>) starts to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the authority authorised to conclude contracts does not have the power to change the decisions of a Selection Committee. The General Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless the rules which govern their proceedings have clearly been infringed.

### 3.5. Judicial appeals

As a candidate in a temporary agent selection procedure, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by the authority authorised to conclude contracts rather than by the Selection Committee will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 3.4). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by the authority authorised to conclude contracts not the Selection Committee.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<http://curia.europa.eu/jcms/>).

### 3.6. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.



**Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned** (see points 3.1. to 3.4 above).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<http://www.ombudsman.europa.eu/>).

#### **4. DISQUALIFICATION**

You may be disqualified at any stage in the selection procedure if EPSO/the authority authorised to conclude contracts finds that you have:

- created more than one EPSO account;
- applied to more than one field within a grade;
- not met the eligibility requirements;
- made false or unsupported declarations;
- failed to book or sit one or more of your tests;
- cheated during the tests;
- not declared in your application form the languages required in this Call, or have not declared the minimum levels required for those languages;
- attempted to contact a member of the Selection Committee in an unauthorised manner;
- failed to inform EPSO of a possible conflict of interests with a Selection Committee member;
- signed or written a distinctive mark on anonymously marked written or practical tests.

Candidates for recruitment by the EU institutions or agencies must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future selection procedures.



## **PROTECTION OF YOUR PERSONAL DATA**

### **This privacy statement provides information about the processing and the protection of your personal data**

**Processing operation:** Call for expression of interest for Temporary Agents for the Directorate-General for Informatics (DG DIGIT), the Directorate-General for Energy (DG ENER), the Publications Office (OP), the Directorate-General for Translation (DGT), the Directorate-General for Communication Networks, Content and Technology (DG CNECT) and EUROSTAT (DG ESTAT) [ref. nos: COM/TA/AD/01/20 ADMINISTRATORS (AD 8) & COM/TA/AST/02/20 ASSISTANTS (AST 4)]

**Data Controller:** Directorate General Human Resources and Security: Unit HR.DDG.B.1  
"Selection, Recruitment and End of Service"

Record reference: DPO-1964-2 / DPR-EC-01728.1

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## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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 (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to this processing operation “*Procédures de sélection d'agents temporaires organisées par la Commission pour des postes autres qu'encadrement ou conseil*”. undertaken by Unit HR.DDG.B.1 is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: The European Commission collects and uses your personal information to allow the participating Directorates-General to organise a call for expression of interest to constitute a list of successful candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

The selection committee processes the candidates' files (which include identification data as well as admissibility data) the reasoned report and the list of successful candidates, without however storing them. DG HR and the participating Directorates-General process and store the candidates' files (including not selected candidates), the reasoned report and the list of successful candidates. DG HR services store the successful candidates' files, the reasoned report and the list of successful candidates.

Your personal data will not be used for an automated decision-making including profiling.

## **3. On what legal ground(s) do we process your personal data**

We process your personal data, because:

processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.

- The processing has the following legal basis: [Regulation No 31 \(EEC\), 11 \(EAEC\), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.](#)
- [Commission Decision C\(2013\)9049 of 16 December 2013 on policies for the engagement and use of temporary agents](#)

## **4. Which personal data do we collect and further process?**

In order to carry out this processing operation, Unit HR.DDG.B.1 collects the following categories of personal data:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.
- Information supplied by candidates in accordance with the call for expression of interest to assess whether they comply with the profile sought therein (application, curriculum vitae and supporting documents, in particular diplomas and professional experience).
- Individual information given to each candidate on the various stages of the selection process.

The provision of personal data is mandatory to meet the requirements for recruitment laid down in the Conditions of Employment of Other Servants of the European Union. If you do not provide your personal data, possible consequences are your non-admittance to the pre-selection and selection stages.

#### **5. How long do we keep your personal data?**

The European Commission only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing, as follows:

- the files of successful candidates are kept by Unit HR.DDG.B1 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files.
- Where successful candidates are not recruited, their selection files are kept by Unit HR.DDG.B1 five years after the closure of the selection procedure.
- All other selection files are kept by DG HR and the participating Directorates-General until the deadline for appeal has expired following the publication of the list of successful candidates (or until any ensuing pre-litigation or litigation procedures is finalised by the rendition of a final decision).

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored on the servers of the European Commission. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

#### **8. What are your rights and how can you exercise them?**

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

Data on admissibility criteria cannot be changed after the closing date of application. The right of rectification cannot be exercised after the closing date of applications' submission, insofar as that would be liable to influence the outcome of the selection.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, Unit HR.DDG.B.1, [HR-B1-GDPR@ec.europa.eu](mailto:HR-B1-GDPR@ec.europa.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPO-1964-2/DPR-EC-01728.1- *Procédures de sélection d'agents temporaires organisées par la Commission pour des postes autres qu'encadrement ou conseil*.