



VACANCY NOTICE

COMPLIANCE AND POLICY OFFICER (CA/FGIV) REF. ENISA-CA-FGIV-2024-02

Type of contract	Contract Agent
Function Group and grade	FGIV
Duration of contract	4 years (renewable)
Area	Executive Director's Office (EDO)
Place of Employment	Athens, Greece
Probation period	9 months
Reserve list	31/12/2027
Deadline for applications	14/03/2024 at 23:59:59 hrs EET (CET ¹ +1)

The European Union Agency for Cybersecurity (ENISA) seeks to recruit motivated, dynamic, flexible and highly qualified staff to support its mission and contribute to the development of the Agency. ENISA's staff are expected to be reasonably mobile in order to respond to the needs of the Member States on the basis of planned as well as ad hoc needs.

1. THE AGENCY

ENISA's mission is to achieve a high common level of cybersecurity across the Union, by actively supporting Member States, European Union institutions, industry, academia and EU citizens².

ENISA contributes to policy development and implementation, supports capacity building and preparedness, facilitates operational cooperation at Union level, enhances the trustworthiness of ICT products, services and processes by rolling out cybersecurity certification schemes, enables knowledge sharing, research, innovation and awareness raising, whilst developing cross-border communities and synergies.

ENISA is located in Athens, Greece (the Agency's official seat) with a branch office in Heraklion, Crete, Greece and a Local Office in Brussels, Belgium.

Further information about ENISA is available on the ENISA website: <https://www.enisa.europa.eu/>

¹ Central European Time Zone.

² Regulation (EU) 2019/881 - Cybersecurity Act: <http://data.europa.eu/eli/reg/2019/881/oj>



2. THE UNIT

EXECUTIVE DIRECTOR'S OFFICE (EDO)

The underlying mission of the Executive Director's Office (EDO) is to support the Executive Director. EDO's key responsibilities include coordinating the development of the Agency's work program within the Single Programming Documents (SPD) referred to in Article 24 of the Cybersecurity Act, managing relations with Member States and EU institutions, representing the Agency in various bodies, and conducting the Agency's public affairs, corporate communication and internal communication. EDO ensures the Agency's compliance with legal obligations, implements corporate policies, and ensures internal controls and risk management across the Agency's operations. Furthermore, EDO prepares, coordinates and ensures follow-up of audits, administrative inquiries and recommendations. Additionally, EDO functions as secretariat of the Agency's statutory bodies, serves as the administrative secretariat for the entire organisation, and when relevant supports the administration, compliance and/or communication functions jointly with other EU bodies and agencies under joint administration frameworks.

3. THE JOB

ENISA is seeking to draw up a reserve list from which one Compliance and Policy Officer will be recruited. The successful candidate will contribute to the activities of the Compliance and Coordination Sector (CCD) at the Executive Director's Office Unit, including legal/policy support, internal controls and compliance monitoring, as well as internal policies and document management.

The key responsibilities and tasks of the Compliance and Policy Officer are outlined below:

- Develop and maintain a consolidated framework for the monitoring of ENISA's compliance requirements, in line with the applicable legal and regulatory framework;
- Lead or contribute to dedicated internal assessments or compliance monitoring activities of ENISA's Compliance and Coordination Sector in different areas (e.g., on HR processes, procurement procedures, operational activities, data protection, environmental compliance, etc.);
- Contribute to the Agency's annual internal control assessment and risk assessment, as well as to relevant reporting to ENISA's senior management;
- Provide legal/paralegal support and/or administrative support where needed, e.g., assistance in drafting/revising legal documents, internal regulatory framework, legal classification, related correspondence and memos;
- Assist in the Agency's internal policy management, as well as its internal document management procedures, including the handling of public access to documents requests;
- Provide research, analysis and other general support to the Compliance and Coordination Sector, including case law research;
- Contribute to the activities of relevant working groups in the EU agencies network where ENISA participates.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED³

4.1 ELIGIBILITY CRITERIA

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

- Be a national of one of the Member States of the European Union⁴;
- Be entitled to his/her full rights as a citizen⁵;
- Have fulfilled any obligations imposed by the applicable laws concerning military service;
- Produce appropriate character references as to his or her suitability for the performance of the duties;
- Be physically fit to perform the duties linked to the post⁶;
- A level of education which corresponds to completed university studies of at least three years attested by a diploma⁷.
- Thorough knowledge of one of the official languages of the European Union (at C1 level) and a satisfactory knowledge of another official European language of the Union (at B2 level) to the extent necessary for the performance of his/her duties⁸.

4.2 INTER-AGENCY

Contract Agents, Function Group IV from EU Agencies are also invited to apply in accordance with the following ENISA rules: [Decision No MB/2019/14 of the Management Board of the European Union Agency for Network and Information Security \(ENISA\) adopting Implementing rules on the general provisions for implementing Article 79\(2\) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed under the terms of Article 3a.](#)

4.3 SELECTION CRITERIA

Only eligible candidates who fulfil the above eligibility criteria will be further assessed by the Selection Board against the selection criteria solely based on the information provided by the candidates in their application form and the talent screening questions. Candidates must provide concrete results and/or actions they undertook in demonstrating the below criteria and their relevant competencies in their application form.

Candidates must demonstrate and will be assessed on the following skills and competencies:

³ Candidates must satisfy ALL the eligibility criteria on the closing date of the application. In the event that you do not fulfil all the eligibility criteria, your application will not be further assessed. Candidates should assess and check before submitting their application whether they fulfil all the requirements as specified in the vacancy notice. Please include in the application form only professional experience and academic qualifications for which you hold supporting documents. Candidates must be able to provide supporting documents clearly showing duration and nature of experience upon request.

⁴ It should be noted that due to the withdrawal of the United Kingdom from the European Union on the 31/01/2020, British nationals who do not hold the nationality of another European Union member state, are not eligible for applications at ENISA due to the fact that they do not fulfil the requirements of Article 12.2 of the Conditions of Employment of Other Servants, namely that they do not hold the nationality of an EU Member State.

⁵ Prior to the appointment, the successful candidate will be asked to provide a certificate issued by a competent Member State Authority attesting the absence of any criminal record.

⁶ Before appointment, the successful candidate shall be medically examined in line with the requirement of Article 28(e) of the Staff Regulations of Officials of the European Communities.

⁷ Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted if you have been invited for an interview. This will enable the selection board to assess accurately the level of the qualifications. For diplomas awarded in the UK diplomas awarded until 31/12/2020 are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required: <https://www.enic-naric.net/>. Candidates must meet this requirement on the closing date of application.

⁸ Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening). You must have knowledge of at least two official EU languages: language 1 at minimum C1 level (thorough knowledge) and language 2 at minimum B2 level (satisfactory knowledge). These abilities reflect the Common European Framework of Reference for Languages <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>. The official languages of the European Union are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

Technical skills and experience

- Proven experience in a similar compliance and/or policy role demonstrating understanding of legal and regulatory framework;
- Communication competence including presentation, public speaking and drafting skills in English at foundation level;
- Cybersecurity technical competency at foundation level;
- Network and community development at foundation level with the ability to work with internal and external stakeholders;
- Ability to collect, analyse and report information at intermediate level;
- Ability to coordinate and organise work in view of achieving common goals;
- Policy advising at intermediate level demonstrating the ability to provide informed guidance on compliance and policy matters.

Personal qualities

- Ability to perform independent project-based work, make independent decisions, and work with minimal supervision;
- Ability to work well under pressure, handle multiple tasks, and complete tasks in a timely manner;
- Excellent communication and interpersonal skills, with the ability to work effectively both independently and as part of a team;
- Strong sense of responsibility, commitment and cooperation;
- Aptitude for working in a multidisciplinary, multicultural and fast paced environment.

In addition, the successful candidate should act and abide by ENISA's core values. An outline of the ENISA's core values as well as a full description of the **ENISA's competencies** is available [here](#).

NB: Candidates will be assessed in line with the ENISA's 5 competencies and above selection criteria. Candidates are advised to demonstrate with concrete examples in their application how they possess the above competencies at required level.

5. SELECTION PROCEDURE

A Selection Board is appointed by ENISA Executive Director. The name of the Selection Board members (and/or observers if applicable) are published on the ENISA website once established. It is strictly forbidden for the candidates to make any contact with the Selection Board, either directly or indirectly. Any infringement to this rule will disqualify the candidate from the competition.

The selection procedure comprises of three consecutive phases:

5.1 PHASE 1 – PREPARATORY PHASE & SCREENING OF APPLICATIONS

Each Selection Board member (including the observer) signs a declaration with regard to confidentiality. The Selection Board's work and deliberations are bound by the principle of confidentiality as per Article 6 of Annex III of Staff Regulations. The Selection Board adheres strictly to the conditions of admission laid down in the vacancy notice.

Before having access to candidates' applications, the Selection Board pre-decides on the assessment methodology under each stage of the selection process: expected indicators and marks on how candidates' applications will be assessed, interview and written test questions and duration, expected indicators and thresholds for the respective assessments, along with the reserve list ceiling.

Once having the access to applications, the members of the Selection Board fill in a declaration with reference to conflict of interest and confirm that they have no conflict of interest or bias whatsoever with regard to the individual candidates.

All applications received are verified against the eligibility criteria set in the vacancy notice.

5.2 PHASE 2 - EVALUATION OF APPLICATIONS

Only eligible candidates will be further assessed by the Selection Board against the selection criteria outlined in the vacancy. Candidates admitted to a previous selection procedure will not be automatically eligible.

The selection process will be based on assessment of candidates' merits against the criteria outlined in the vacancy. Therefore, candidates are recommended to give evidence of their knowledge, professional experience by specific examples and/or detailed professional experience, specific skills, knowledge and competencies in their application, in order to be evaluated in the best possible way. Selection will be made solely on the basis of the candidate's information provided in the application.

The Selection Board will carry out an objective assessment of the candidates' merits. Should the Selection Board discover at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

5.3 PHASE 3 – SHORTLISTING FOR INTERVIEW AND WRITTEN TEST

The best-qualified applicants, who obtained the highest number of points (as pre-decided by the Selection Board), are invited to an interview and written test. Moreover, all shortlisted candidates may be requested to prepare an assignment as part of the assessment phase and may be requested to submit an elaborated talent screener form, aimed at assessing the practical application of the experience and knowledge of the candidates.

Candidates shall be informed that this part of the selection procedure may be organised online. Specific instructions will be provided to shortlisted candidates.

An outcome notification will be provided to all candidates non-invited for the interview/written test.

The interview and the written test are conducted in English. In case English is the mother tongue of an applicant, some interview/written test questions may be asked in the language they indicate on the application form as their second EU language. Candidates invited for an interview/written test will be required to submit electronically relevant supporting documentation demonstrating their educational qualifications and work experience. Shortlisted candidates may also be required to provide work-related references upon request of the Agency.

5.4 RESERVE LIST

The activity of the Selection Board ends with the drawing of a reserve list of suitable applicants to occupy the position advertised. The reserve list is unranked and is drawn alphabetically. Candidates should note that inclusion on the reserve list does not guarantee recruitment.

In addition, reserve listed candidates may be asked to undergo a second interview for which they will be informed in advance. The interview will focus on the overall suitability of the candidate for the post covering motivation, relevant technical and behavioural competencies, in line with the ENISA's competencies and values established in the vacancy notice.

The reserve list will be valid until **31/12/2027**. This list may be used to recruit staff for other positions in the areas referred to in this vacancy. Candidates invited to an interview will be informed by e-mail whether or not they have been placed on the reserve list. Upon completion of the selection procedure, all candidates will receive an outcome letter.

The Authority Empowered to Conclude Contracts will ultimately decide on the successful candidate to be appointed to the post. The appointed candidates will be asked to fill a specific form informing the Appointing Authority of any actual or potential conflict of interest⁹.

If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents.

5.5 SELECTION PROCEDURE TIMELINES

The Agency manages its selection procedures depending on the availability of the Selection Board members. It is envisaged that the interviews and written test will take place in Q2 2024. Please note that the selection process may take some time to be completed and that no information will be released during this period. The selection procedure status will be displayed on [ENISA career page and applicants are requested to visit regularly the page for update on the procedure.](#)

Due to the Agency's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

6. SUBMISSION OF APPLICATIONS

To apply for this vacancy, please use ENISA's e-recruitment system, complete all required sections of the application and submit it. ENISA does not accept applications submitted by e-mail, mail or any other means. The application must be submitted in English language, which is the working language of ENISA.

Candidates must send their application within the set deadline. In order to be considered, applications must be received by **23:59:59 EET (Greek time (CET+1))** on the closing date. Once you have submitted your application, you will receive an automatic e-mail message confirming receipt of your application. Please ensure that the email address you provide for your applicant account is correct and that you check your email and spam/junk folders regularly.

Applicants are strongly advised to submit their applications well in advance of the deadline, since heavy internet traffic or fault with the internet connection could lead to difficulties in submission last minute. ENISA cannot be hold responsible for any delay related to internet connection issues etc.

At this stage of the selection procedure candidates are not required to send any additional supporting documents with the application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.).

For any questions on the recruitment process or other technical issues, feel free to reach out via email to recruitment@enisa.europa.eu.

7. CONDITIONS OF EMPLOYMENT

The successful candidate (s) will be recruited as member of the contractual staff, pursuant to Article 3a) of the Conditions of Employment of Other Servants of the European Union. The initial contract will be concluded for a period of 4 years. The contract may be renewed, in principle, for a period of 4 years. Any further renewal shall be for an indefinite duration. The appointment will be in Function Group IV.

⁹ In compliance with Article 11 of the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

Successful candidates who are offered a contract of employment will be graded on entry into service in step 1 of the relevant grade 13, 14 or 16. The grade will be determined in accordance with the number of years of professional experience of the successful candidate. In addition, successful candidates, who are recruited shall undergo an initial probation period of 9 months.

Due to the Agency's operational requirements, the successful candidate will be required to be available at the shortest possible notice.

The summary of the financial entitlements is available [here](#):

Successful candidates who have been recruited to a post at ENISA are required to furnish a valid certificate of good conduct before the start of their employment. The certificate of good conduct must be provided to ENISA prior to the signature of the employment contract. The certificate of good conduct must be issued by the relevant authorities of the country of nationality of the candidate and must not be older than three months at the time of submission to ENISA. ENISA reserves the right not to proceed with the signature of the contract based on the content of the certificate or if the candidate fails to provide the certificate to ENISA.

8. EQUAL OPPORTUNITY

As a European Union Agency, ENISA is committed to providing equal opportunities to all its employees and applicants for employment. As an employer, ENISA is committed to ensuring gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation, and from the broadest possible geographical basis amongst the EU Member States. In particular, ENISA encourages the applications of women for the positions where they are currently under-represented.

If you have a disability or medical condition that may hinder ability to sit the interview or written test, please indicate this in your application and let us know the type of special arrangements you need. If the disability or medical condition is developed after the deadline for the applications, you must notify us via email recruitment@enisa.europa.eu. Overall, ENISA strives to select, recruit, develop and retain, diverse talent workforce.

9. REQUESTS, COMPLAINTS AND APPEALS

Candidates who consider that their interests have been prejudiced by any decision related to the selection procedure can take the following actions:

9.1 REQUESTS FOR FEEDBACK:

Candidates to a selection procedure can request feedback regarding their results **within 15 working days** from the communication of their results. They should expect to receive an answer from ENISA at the latest within 15 working days from the request. Please note that the request for feedback does not extend the deadlines to submit a request for internal review or administrative complaint under Article 90(2) of the Staff Regulations.

Candidates should send an email to the following email address recruitment@enisa.europa.eu by clearly indicating on the subject line: "Request for feedback of (name of candidate) for the vacancy notice reference number (vacancy notice reference number)" and clearly state their request on the content of the email.

9.2 REQUESTS FOR INTERNAL REVIEW OF THE DECISIONS TAKEN BY THE SELECTION BOARD:

Candidates who feel that an error has been made in relation to their non-admission to the selection procedure (i.e., not eligible) or to their exclusion from the selection procedure (i.e., not invited for an interview/written test) may request a review within **10 calendar days** from the date on which they are notified about the decision. Requests for internal review may be based on one or more of the following reasons:

- i) a material irregularity in the competition process.
- ii) non-compliance, by the Selection Board or ENISA, with the Staff Regulations and relevant implementing rules, the vacancy notice, its annex and/or case-law.

Please note that candidates are not allowed to challenge the validity of the Selection Board's assessment concerning the quality of their performance in a test or the relevance of their qualifications and professional experience. This assessment is a value judgment made by the Selection Board and disagreement with the Selection Board evaluation of the tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Candidates should send an email to the following email address recruitment@enisa.europa.eu by clearing indicating on the subject line: "Request for internal review (name of candidate) for the vacancy notice reference number (vacancy notice reference number)". The candidates shall clearly indicate the decision they wish to contest and on what grounds.

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

Candidates having requested a review will receive an acknowledgment of receipt within 15 working days. The instance which took the contested decision (either the Selection Board or ENISA) will analyse and decide on the requests and candidates will receive a reasoned reply in accordance with ENISA Code of good administrative behaviour as soon as possible. If the outcome is positive, candidates will be re-entered in the selection procedure at the stage at which they were excluded regardless of how far the selection has progressed in the meantime.

9.3 ADMINISTRATIVE COMPLAINTS:

Candidates to a selection procedure, who consider they have been adversely affected by a particular decision of the Selection Board¹⁰ have the right to lodge an administrative complaint, within the time limits provided for, under Article 90(2) of the Staff Regulations to the Executive Director of ENISA. A complaint can be submitted against any decision, or lack thereof, that directly and immediately affects the legal status as candidate. Candidates should note that a complaint to the Executive Director against a decision of the Selection Board cannot result in overturning a value judgment made by the latter related to the scores given to candidates assessment of the relevance of candidates qualifications and professional experience and of their performance in a test.

Candidates shall submit an email to the following email address recruitment@enisa.europa.eu by clearing indicating on the subject line: "Complaint under Article 90(2) of the SR of (name of candidate) for the vacancy notice reference number (vacancy notice reference number)". Complaints shall be addressed to the Executive Director of ENISA, Ethnikis Antistaseos 72 & Agamemnonos 14, Chalandri 15231, Attiki, Greece. The complainant shall indicate clearly the decision she/he wishes to contest and on what grounds. Complaints received after the deadline will not be taken into account.

9.4 JUDICIAL APPEALS:

Should the complaint under article 90(2) be rejected, candidates to a selection procedure have the right to submit a judicial appeal to the General Court, under Article 270 of the [Treaty of the Functioning of the European Union](#) and Article 91 of the [Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union](#). Please note that appeals against decisions taken by ENISA will not be admissible before the General Court unless an

¹⁰ Assessment of the candidate interview and written test performance and therefore not being retain on the reserve list.

administrative complaint under Article 90(2) of the Staff Regulations has first been submitted and rejected by express decision or by implied decision.

The General Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by The General Court unless rules which govern the proceedings of Selection Boards have been infringed. For details of how to submit an appeal, please consult the website of the Court of Justice of the European Union: <http://curia.europa.eu>

9.5 EUROPEAN OMBUDSMAN:

All EU citizens and residents can make a complaint to the European Ombudsman pursuant to Article 228 (1) of the [Treaty on the Functioning of the European Union](#) as well as the [Statute of the Ombudsman](#) and the implementing Provisions adopted by the Ombudsman under Article 14 of the Statute. Before submitting a complaint to the Ombudsman, candidates must first make the appropriate administrative approaches to the institutions and bodies concerned.

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](#) for lodging complaints or for submitting appeals to the General Court pursuant to Article 270 of the [Treaty of the Functioning of the European Union](#). Please note also that under Article 2(4) of the [General conditions governing the performance of the Ombudsman's duties](#), any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

For details of how to submit a complaint, please consult the website of the European Ombudsman: <http://www.ombudsman.europa.eu>

10. DATA PROTECTION

All personal data shall be processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council (OJ L 295, 21.11.2018, p. 39–98) 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. ENISA is supervised by EDPS, <http://www.edps.europa.eu> . For any further enquiries you may contact the Data Protection Officer at: dataprotection@enisa.europa.eu

Candidates are invited to consult the [privacy statement](#) which explains how ENISA processes personal data in relation to recruitment selections.