

THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA) IS SEEKING TO RECRUIT A SENIOR ICT OFFICER M365 AND CYBERSECURITY

Come join the EU-OSHA - a dynamic Agency of the European Union based in the vibrant city of Bilbao, Spain! We are a team of 65 staff members dedicated to promoting safe, healthy, and productive workplaces through technical, scientific, and economic information that supports policy-making and workplace risk prevention.

We are seeking a positive, flexible, constructive, and enthusiastic teammate with ICT skills in M365 and Cybersecurity for a renewable three-year contract.

In our vibrant and respectful multicultural environment, we foster work-life balance and offer flexible working arrangements such as part-time work, flexible hours, and teleworking.

For more information on our activities, go to <http://osha.europa.eu> and for more details on contractual and working conditions, go to section 6 of this vacancy notice.

If you have the profile we are looking for and want to join EU-OSHA team, just **send us your application!**

EUOSHA/CA/23/01 – SENIOR ICT OFFICER (FG IV)¹

1 JOB FRAMEWORK

The Senior ICT Officer (M365 and Cybersecurity) is part of the exciting and dynamic ICT Section within the Communication and Promotion Unit (CPU).

The ICT Section is a multidisciplinary team and the driving force supporting the Agency in implementing its objectives within an efficient, modern and digitally safe environment. With five staff and the support of external contractors, the ICT Section manages, among other things, the ICT infrastructure, systems and applications.

As ICT Officer, you will be reporting to the Head of Unit and supervised by the Senior ICT Manager, working alongside other talented ICT Officers. In this role, you will also collaborate with external contractors and interact with many areas of activity, bringing your expertise and experience to the table. You will be at the forefront of this collaborative effort, working together to ensure that our ICT services are top-notch and up-to-date with the latest cybersecurity standards.

For more information on the Agency's activities, have a look at our [Single Programming Document](#).

2 JOB PROFILE

The Senior ICT Officer (M365 and Cybersecurity) will have the following main duties:

- advising on and supporting the Senior ICT Manager in M365 and Cybersecurity aspects,
- managing and maintaining the M365 environment, including Exchange Online, SharePoint Online, MS Teams, and other applications,

¹ This document – originally prepared in English language - may be **machine** translated in other languages of the EU. In such a case, the original English version will prevail for all purposes.

- monitoring and maintaining the security of our systems, including implementing security policies and procedures, performing security audits, and resolving security incidents,
- keeping the systems up-to-date with the latest cybersecurity threats and trends and recommending appropriate measures to protect the Agency's systems,
- coordinating vulnerability assessments and penetration testing (performed by external stakeholders) to identify and mitigate potential security threats,
- coordinating the Agency's response in case of cyberattack together with the Senior ICT Manager,
- participating in ongoing cybersecurity training, in ad-hoc relevant EU network meetings and arranging for awareness raising for staff,
- liaising with contractors and external stakeholders (such as Microsoft company, European cybersecurity entities, other European agencies...),
- managing part of the Agency's software acquisition process (i.e. contributing to tendering procedures and subsequent purchase) and verifying related invoices;
- performing any other activities assigned to by the Senior ICT Manager or Head of Unit.

3 ELIGIBILITY CRITERIA

To be considered eligible for this selection procedure, candidates must satisfy all of the following requirements:

General conditions

Candidates must:

- be a national of one of the Member States of the European Union, Iceland, Norway, or Liechtenstein (parties of the EEA Agreement)
- have fulfilled any obligations imposed on them by the applicable laws on military service;
- produce the appropriate character references as to their suitability for the performance of their duties²;
- be physically fit to perform the duties.

Education

Candidates must have a level of education that corresponds to completed university studies of at least three years attested by a diploma.

Only diplomas that have been awarded in EU member states or that are the subject of equivalence certificates issued by authorities in the said member states will be taken into consideration.

Knowledge of languages

Candidates must possess a thorough knowledge³ of one of the official languages of the EU and a satisfactory knowledge⁴ of another EU language to the extent necessary for performance of his/her duties.

4 SELECTION CRITERIA

The following criteria will be used to assess eligible candidates through their application (including motivation letter), interview and written test(s).

² Prior to appointment, evidence of no criminal record is needed.

³ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

⁴ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

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4.1. Essential

Candidates must have the following:

Professional experience

- At least three years of experience⁵ in line with the duties under the job profile.

Technical skills and knowledge

- Excellent analytical and problem-solving skills,
- Strong knowledge of M365 applications and good knowledge of cybersecurity technologies or vice versa,
- Ability to self-organise, delivering quality results under tight deadlines,
- Thorough knowledge of English⁶.

Soft skills

- Excellent interpersonal and teamworking skills,
- Strong sense of responsibility to support the Agency in case of cybersecurity incidents,
- Very good service-oriented attitude and flexibility.

4.2. Advantageous

- Educational background in Computer Science, Information Technology, or related field,
- M365 and/or Cybersecurity certification(s),
- Knowledge of cybersecurity Framework,
- Experience with Microsoft security technologies, such as Microsoft Defender for Endpoint, Microsoft Cloud App Security, and/or Azure Active Directory,
- Broad knowledge of ICT technologies.

5 SELECTION PROCEDURE

A Selection Committee is appointed for this selection procedure. The composition is as follows: Nadège Perrine, Alban Guillerm, Xabier Altube as well as an external member from CERT-EU.

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with them or have anybody do so on their behalf. Any infringement of this rule constitutes grounds for disqualification from the selection procedure.

All inquiries for information should be addressed via email only to recruitment@osha.europa.eu, quoting the reference of the procedure (EUOSHA/CA/23/01).

The selection procedure will be carried in out in three phases.

Phase 1 – Screening of applications

1.1. Eligibility

The Selection Committee will assess whether candidates meet the eligibility criteria with the help of HR Section who will carry out a preliminary review of all applications. Only applications meeting all eligibility criteria (see section 3 above) as per the candidate 'self-declaration will move to the next phase. Candidates who do not fulfil one or more of the eligibility criteria at the closing date for applications, will be disqualified. They can see the status of their application within the EU-OSHA Recruitment tool. This

⁵ Professional experience will be counted from the date on which the candidate acquired the minimum qualification for access to this position. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked.

⁶ Equivalent to C1 level in all dimensions as defined in the [European framework of reference for languages](#)

step usually takes place within one month after the closing date for applications.

1.2. Selection for interview and written test(s)

On the basis of the information provided in the application, the Selection Committee will assess the applications (including motivation) against the required professional experience, technical skills and knowledge as well as advantageous criteria listed under section 4. Candidates presenting the most appropriate applications will be invited for an interview and written test(s). It is expected that around 6 candidates will be invited. Indicatively, this is expected to take place early July 2023.

Phase 2 – Interviews and written test(s)

The Selection Committee will assess the candidates' professional experience as well as both soft and technical skills required for the position and motivation. The interview and/or written test(s) may also assess the candidate's knowledge of matters relating to the activities of EU-OSHA.

The interview and written test(s), a part of which will be in anonymized form, will be carried out in English and, in principle, remotely.

For candidates who have English as their mother tongue or first language, the level⁷ of their 2nd EU language as declared in their application should be tested using appropriate means. The knowledge of other relevant languages as stated by the candidate in their application may also be assessed.

Upon completion of this phase, the Selection Committee will submit to the Executive Director the list of candidates having reached at least 70% of the points allocated to soft skills and motivation and at least 70% of the points allocated to technical skills/knowledge and professional experience.

Phase 3 – Possible Job Offer

Considering the list submitted by the Selection Committee, the Executive Director will decide on the most suitable candidate for a possible job offer and/or on the inclusion of suitable candidates in a reserve list, if any. This step is planned to take place within one month after the date of interview. The reserve list will, if any, be valid until 31/12/2024 and may be extended. Inclusion in the reserve list does not guarantee being offered a job.

Prior to a possible job offer, a discussion with the Executive Director may take place. In addition, references check should be arranged.

When such position becomes vacant or needs to be covered, the Executive Director may offer a job to a candidate in the list whose profile best matches EU-OSHA's needs at that time.

6 ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The contract of employment is pursuant to Article 3(a) of the Conditions of Employment of Other Servants of the European Union⁸ (CEOS) for a long-term contract of three years as Contract Agent Function Group (FG) IV, which may be renewed not more than once for a fixed period of time (5 years). Any further renewal would be for an indefinite period. The jobholder will be subject to a probationary period of 9 months.

The EU-OSHA will be bound to the job offer only where the successful candidate, prior to the contract signature, has:

- provided original or certified copies of all requested documents proving for instance, their eligibility,

⁷ Equivalent to B2 level in all dimensions as defined in the [European framework of reference for languages](#)

⁸ The full text is available [here](#).

- undergone the compulsory medical examination that establishes they meet the standard of physical fitness necessary to perform the duties involved
- have informed the EU-OSHA of any actual or potential conflict of interest and has been considered as having no personal interest such as to impair their independence or any other conflict of interest through a specific form.

Job environment

The position is based in Bilbao and staff members are required to reside in Bilbao or its surroundings. The jobholder will work in a multicultural environment where on-going dialogue between management and staff, including representatives of the staff, is regarded as vital.

At EU-OSHA we foster flexible working arrangements and strive for our staff work-life balance. For instance, in accordance with current applicable rules, working time is based on an average of 40-hour working week and we offer part-time work, flexible working hours and teleworking. **Teleworking from Bilbao and its surroundings** is possible for **up to 60% per week**. In addition, it is also possible to telework for **up to 10 days per year from outside Bilbao and its surroundings**.

Pay and welfare benefits

The remuneration of the staff members consists of a **basic salary** and possible allowances paid in Euro weighted down by the correction coefficient for Spain (currently 97.4 %).

Staff **may be** indeed entitled to various **allowances** depending on their personal situation, in particular foreign residence allowance (4% of the basic gross salary) or expatriation allowance (16% of the basic gross salary) and family allowances (such as household allowance, dependent child allowance, pre-school allowance and education allowance).

The salary of the jobholder is subject to a Community tax deducted at source and is **exempt from national tax**. The salary package includes the contributions to the EU social security and pension schemes.

As an indication, the net monthly salary for a Contract Agent Function Group IV grade 14 (i.e. with between 5 and 17 years of professional experience) is of around 4100 Euro for an expat, single, and 5800 Euro for an expat with 2 kids at pre-school.

Under certain circumstances, in particular where the jobholder is obliged to change their place of residence in order to take up employment, the Agency may also reimburse some expenses incurred, notably removal expenses.

7 APPLICATION PROCESS

Commitment to equal opportunities

EU-OSHA is an equal opportunity employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and are interested in the position. EU-OSHA is committed to accommodating the needs of applicants and selected candidates who may have special requirements (e.g. for reasons of disability). EU-OSHA ensures that its selection procedure does not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

In case of a disability, please do inform Human Resources at recruitment@osha.europa.eu and indicate which arrangements or adjustments relating to your disability are necessary, so that EU-OSHA can ensure your equal participation in the interviews.

Application

Candidates must submit their application through the Agency eRecruitment tool [\[here\]](#).

Candidates need first to create an account in the eRecruitment tool and then to submit their applications.

The application must be submitted in the eRecruitment tool by no later than Friday **16/06/2023 at 13h00, Bilbao Time**.

Candidates can check the status of their application within the eRecruitment tool and the main steps of the selection procedure on the [website](#).

8 DATA PROTECTION

EU-OSHA respects the privacy of its candidates and processes their personal data as required by [Regulation \(EU\) 2018/1725](#). For more information please follow this [link](#).

9 LEGAL REMEDIES

Candidates can submit a request for review or a complaint within the set deadlines and as indicated in the following [link](#).