



Vacancy Notice

The European Chemicals Agency (ECHA) is launching this call for expressions of interest in order to establish a reserve list for the following temporary agent profile:

Reference number	ECHA/TA/2022/004
Job Title	Information Security Officer
Function Group/Grade	Temporary Agent, AD 6 (see the Guide for Applicants for more information)
Location	Helsinki, Finland
Publication Date	4 July 2022
Deadline for Applications	31 August 2022, at noon, 12:00 Helsinki time (11:00 CET)

1. Who we are

The [European Chemicals Agency](#) (ECHA) aims to be the centre of knowledge on the sustainable management of chemicals, serving a wide range of EU policies and global initiatives, for the benefit of citizens and the environment. Together with our partners, we work for the safe use of chemicals.

ECHA is an equal opportunity organisation which welcomes applications from qualified professionals all over the European Union and the European Economic Area. We are committed to achieving diversity, as the diversity of ECHA's staff is essential to the Agency's success. We do not discriminate on the grounds of 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 or sexual orientation. Candidates who are judged to be the most suitable, based on the assessment in the selection process, will be placed on the reserve list.

ECHA achieved excellent results in the most recent staff survey (2021) and has been awarded a recognition as one of [Finland's most inspiring workplaces](#). This acknowledgement signals a high employee engagement level and indicates that the agency develops the organisation, staff wellbeing, operating culture and collaboration together with staff. The recognition is given to Finnish organisations that achieve outstanding results in the PeoplePower® employee survey carried out by Eezy Flow. You can read more about this acknowledgement here: <https://www.innostavimmat.fi/in-english>.

2. Is this job for you?

We are looking for an Information Security Officer to complete our existing security team who has knowledge and is experienced in the different areas of work, related to information security, ICT security and business continuity domain.

The ideal candidate is highly motivated and experienced professional who has a strong customer orientation, communicates clearly, is open to different points of view, has an analytical and problem solving mindset, as well as a strong attitude to work in a team and to share knowledge but also the curiosity and ability to quickly learn new technologies, solutions and processes with practical hands-on experience with technical information, ICT security and business continuity tasks as well as insight and vision on security management and business continuity management.

We offer an extremely interesting range of work and an opportunity to be part of ECHA's and EU-wide Information Security development.

3. Key responsibilities

The Information Security Officer works in the Information Systems Directorate of the Agency. The purpose of the Information Systems Directorate is to enable the business and administrative processes of the Agency with digital technologies and to apply state of the art data management technologies and methodologies to large data repositories and knowledge bases on chemicals, which are at the core of the Agency's work.

In this context, the Agency is committed to protecting confidential information received from the chemical industry and other market operators. The Agency complies with the EU Data Protection Regulation.

Sound data classification and data access policies, secure IT infrastructure and secure management of access to data for all the users (internal, external in the Member States of the EU, contractors and other stakeholders) are key responsibilities of the Information Systems Directorate.

The Agency manages security according to comprehensive information security policy framework and business continuity management framework that is part of the ISO 9000 certified Integrated Management System Strategy and Framework.

As part of their portfolio of services, ECHA's IT outsourcing contractors also provide security services for the Agency; for example, the provider of IT infrastructure services delivers infrastructure related security services too. Extensive security services are provided by CERT-EU – the European Union organisations' cybersecurity centre – and a collaboration with the Finnish national authorities is well established.

The Information Security Officer will carry responsibilities and perform tasks in the following main areas of work:

- Support management in developing and maintaining information security policies, coordinate their implementation in the IT and business processes as well as implement and upgrade the ECHA information security and IT continuity management system;
- Regularly perform security risk assessment and propose mitigating measures as part of cybersecurity plan;
- Drive security improvements with relevant counterparts in ECHA and IT contractors providing services to ECHA;

- Implement and upgrade the ECHA's security model for working with national authorities in the EU Member States including organising meetings with appointed security representatives of Member State authorities;
- Ensure application and, when necessary, upgrade the ECHA's security model for working with IT contractors having access to confidential data in the delivery of their services;
- Collaborate with external stakeholders (e.g. CERT-EU) and IT contractors providing security services to ECHA;
- Coordinate security incident investigation and response and vulnerability management by working closely with the contractors providing security services;
- Deliver security services to internal demand in the Agency, such as security assessments of new or changing IT services;
- Support IT continuity work such as disaster recovery testing and continuity planning;
- Contribute to the Enterprise Architecture function;
- Raise security awareness by designing, planning, executing and following up related campaigns;
- Supervise security testing, perform maturity assessments and contribute to other assurance activities such as providing assistance to the internal audits;
- Assess the implementation, performance and effectiveness of information security, ICT security and business continuity and report at all necessary level, including Board of Directors level and Agency Management Board level.

4. Eligibility criteria

The selection procedure is open to applicants who satisfy the following eligibility criteria, on the closing date for application:

a. General requirements

The applicant must:

- Be a national of a Member State of the European Union, or a national of the European Economic Area (Iceland, Liechtenstein, Norway)¹;
- Enjoy the full rights as a citizen;
- Have fulfilled any obligations imposed by the laws concerning military service;
- Produce the appropriate character references as to the suitability for the performance of the duties²;
- Be physically fit to perform the duties³;

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

² Before appointment, successful applicants will be required to produce an official document indicating that they do not have a criminal record.

³ Before appointment, successful applicants will be required to undergo a medical examination to ensure that they fulfil the requirements of Articles 12, 2 (c) of the Conditions of Employment of Other Servants of the European Communities.

- Have a thorough knowledge of one of the official languages of the European Union⁴ and a satisfactory knowledge of another such language to the extent necessary to perform your duties;
- Be able to communicate well in English as this is the working language of ECHA;
- Be below the age at which staff of the EU is automatically retired, i.e. currently on the last day of the month in which he/she reaches the age of 66⁵.

b. Qualifications

Successful completion of a full course of university studies attested by a degree, where the normal duration of university education is three (3) years or more.

Only qualifications issued by EU Member State authorities or EEA authorities and qualifications recognized as equivalent by the relevant EU or EEA Member State authorities will be accepted.

c. Professional experience

To qualify for this profile, you must have at the closing date for applications a total professional experience⁶ of at least three (3) years acquired after achieving the minimum requirements stated out in section 4.b of this vacancy notice. At least two (2) years of your total professional experience⁷ must be in the fields relevant to the areas of work listed in section 3.

5. Selection criteria

If you meet the eligibility criteria set out in section 4, you will be assessed on the basis of the following selection criteria. The candidates who are judged to be the most suitable on the basis of the selection criteria will be invited to the next stage of the selection process.

- **Your academic and professional qualifications** and their relevance to the main areas of work listed in section 3.

Preference will be given to qualifications obtained in or covering the following fields:

- ICT security;
- Information security;
- Business continuity;
- General IT (informatics, computer science, engineering).

⁴ The languages of the EU are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, Swedish.

⁵ See Article 47(a) CEOS for Temporary Agents, applicable to Contract Agents by analogy, Article 119 CEOS.

⁶ Only relevant professional experience acquired **after achieving** the minimum qualification stated in 4.b. shall be considered. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated in 4.b. shall be taken into consideration. Professional activities pursued part-time shall be calculated pro rata, on the basis of the percentage of full-time hours worked. A given period may be counted only once.

⁷ Relevant experience should be described in your application.

- **Your professional experience:** Preference will be given to candidates having experience in functions similar to those outlined in section 3. The Selection Committee will assess the range of fields covered, the type and level of work done and its relevance to the areas of work listed in section 3.

The following will be considered as **assets**:

- Proven experience in information security, ICT security or business continuity acquired in information intensive, data driven organisations supplemented by security certifications such as (ISC)² Systems Security Certified Practitioner (SSCP), ISACA Certified Information Security Manager (CISM), GIAC Security Expert (GSE) or BCM IT Disaster Recovery Certified Expert (DRCE);
- Proven experience in an incident response or a security analyst role in Computer Emergency Response Team (CERT) / Computer Security Incident Response Team (CSIRT) or Security Operations Centre (SOC);
- Knowledge of and experience in public cloud technologies (for example in the field of security, development, operations, etc.);
- Experience on working with agile software development processes;
- Work experience gained in a similar multicultural environment. Preference will be given to work experience abroad.

Your academic and professional qualifications, professional experience and knowledge and experience considered as an asset **must be described as precisely as possible in your application**.

6. Interview and written test

If selected for interview and/or written test, you will be assessed on the basis of the following criteria:

6.1 Specific knowledge related to the post:

- Knowledge and understanding in your areas of experience that are most relevant to the tasks set out in section 3;
- Knowledge of public cloud technologies;
- Understanding of the impact of security on the role and aims of ECHA in relation to the different chemical regulations it implements (e.g. REACH, CLP, Biocides, etc.).

6.2 General competencies⁸ and conduct required for the job:

- Ability to independently and efficiently lead the preparation, building agreement, planning and coordination of relevant security initiatives;

⁸ You can read more about the general competencies in place in ECHA through the following link:
https://echa.europa.eu/documents/10162/17100/echa_staff_competencies_en.pdf/81a7fbbf-730a-4bc2-9681-24095900028c?t=1476375368217

- Ability to perform analytical work and synthesising large volumes of raw information;
- Ability to work with others in a collaborative and open manner from the perspective of a horizontal function;
- Ability to advocate and communicate effectively on security matters towards any kind of stakeholders;
- Ability to work effectively in a multidisciplinary team in a multicultural and multilingual environment;
- Excellent command of spoken and written English.

Your ability to communicate in spoken/written English, and the knowledge, skills and competencies related to the job will be assessed throughout the written tests and interviews.

For native English speakers, your ability to communicate in your second EU language will be tested during the selection process. As this forms part of the general requirements stated under section 4.a General Requirements from above, any failure in proving the satisfactory level of your second EU language would lead to your exclusion from the selection.

Interviews and written tests may be organised **remotely**.

7. Placement on the reserve list

If you are judged to be among the most suitable candidates, on the basis of the criteria listed in sections 4, 5 and 6, you will be placed on the reserve list. The reserve list will be valid for a period of two years, with the possibility of extension.

It should be noted that inclusion on the reserve lists does not imply any entitlement of employment in the Agency.

At ECHA, we believe in continuous learning and flexible work assignments to ensure the best use of our human resources and to maintain a high level of staff motivation and expertise. Hence, your career at ECHA, once recruited, may lead you to another role within ECHA in the future.

8. What we offer

a. Engagement and conditions of employment

Successful applicants may be offered an employment contract for five years as a temporary agent, in the grade **AD 6**. This contract may be renewed for a definite period. If renewed for a second time, the contract becomes indefinite. If the successful applicant from the external selection procedure is already a member of temporary staff 2(f) in the relevant function group or another function group, the Agency shall offer the person, in writing, the opportunity to be assigned to the post by means of mobility under the provisions of Article 6(2)⁹ or, subject to the establishment plan availabilities, Article 10⁹ respectively, if the person prefers to ensure continuity of contracts.

⁹ Implementing rules on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS:

https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d

The successful applicant will be required to make a declaration of commitment to act independently in the public interest and to make an annual declaration with respect to any interests which might be considered prejudicial to his/her independence. Moreover, before recruiting a member of staff, ECHA's Executive Director will examine whether the applicant has any personal interest which may impair his/her independence or any other conflict of interest. To that end, the applicant, using a specific form, shall inform the Executive Director of any actual or potential conflict of interest. Applicants must confirm their willingness to do so in their application.

b. Salary & benefits

The successful candidate will be recruited as a Temporary Agent Grade AD 6 with the basic monthly salary starting from € 5.669,29, subject to an annual review of remuneration provided for in Article 65(1) of the Staff Regulations. To reflect the higher cost of living in Helsinki compared to Brussels, the basic salary is weighted by applying a coefficient based on the cost of living in Helsinki. The basic salary indicated above is the amount before the adjustment.

In addition to the basic salary, ECHA offers a range of benefits which include allowances, such as a household allowance, an expatriation allowance (16% of the basic salary) and a dependant child allowance, as well as a welfare package including pension scheme, medical and accident coverage.

For more information on the salary and on the allowances, please visit our website at: <http://www.echa.europa.eu/about-us/jobs/what-we-offer>.

9. Other information

For more information on the selection process of temporary agents and on the contractual and working conditions, please refer to:

- **Guide for Applicants:**
https://www.echa.europa.eu/documents/10162/17100/general_guide_for_applicants_en.pdf/cd910e74-63ba-4cdd-b87f-29f0a77d0fea?t=1646396767190
- **Implementing rules** concerning temporary agents:
https://echa.europa.eu/documents/10162/17100/MB_DECISION_03_2018_4_MB49_FINAL.pdf/7087cc5b-2dee-aade-0de0-bcdb47aa605d
- **Conditions of Employment of Other Servants** of the European Union:
<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>
- **Protection of personal data:** The European Chemicals Agency will ensure, on its part, that your personal data is processed as required by Regulation (EU) 2018/1725 on the protection of personal data.
<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>