

# Decision of the Executive Director

No R-ED-2016-131

## on the levels for security clearance for Frontex posts

of 30/11/2016

### THE EXECUTIVE DIRECTOR,

Having regard to the European Border and Coast Guard Regulation<sup>1</sup>, and in particular Article 68(3)(b) thereof,

Whereas:

- 1) Pursuant to the Decision of the Executive Director No 2015/81 of 19 October 2015 on Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission and Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (EUCI) as adopted by the Commission, apply by analogy in Frontex.
- 2) The required security screening level depends on the access rights of an individual to the premises, to information and/or to information systems and shall be determined on a case-by-case basis.
- 3) Access to classified information at CONFIDENTIEL UE/EU CONFIDENTIAL level, or above requires an authorisation issued by Frontex based on a Personnel Security Clearance.
- 4) A Security Clearance is to be obtained from the competent Member State authority in accordance with Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (EUCI).
- 5) A Security Clearance for Seconded National Experts (SNE) is to be obtained in accordance with the Frontex Management Board Decision 22/2009, of 25 of June 2009, laying down rules on the secondment of National Experts to the Agency.

### HAS DECIDED AS FOLLOWS:

#### Article 1

A criminal record, or equivalent certificate, not older than six months, shall be provided to the Frontex Human Resources and Security Unit by the Temporary Agents, Contract Agents and by the trainees and the contractors prior to commencing work at Frontex and upon renewal of the contract or agreement. The certificate must be obtained from the relevant authorities of the home country of the person or from the country in which the person has resided for the last six months. Annex I provides equivalence table of

<sup>1</sup> Regulation (EU) 2016/1624 of the European Parliament and of the Council of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC (OJ L 251, 16.9.2016, p. 1).

certificates issued by the authorities of the Member States of the European Union and the Schengen Associated Countries.

#### Article 2

Before taking up their functions, future Frontex Temporary Agents and Contract Agents must initiate the procedure for applying for a security clearance at the required level for their post. This has to be repeated for the purposes of the renewal of the security clearance, if the individual's need for access to classified material continues to justify it.

#### Article 3

Seconded National Expert's (SNE) seconding authority shall provide a Personnel Security Clearance Certificate (PSCC) to Frontex, prior to the start date of the SNE's secondment.

#### Article 4

All Frontex Temporary Agents, Contract Agents and SNEs currently employed, who do not have the security clearance at the required level must initiate the respective procedure immediately upon entry into force of this decision.

#### Article 5

The different levels of security clearance required for the posts in Frontex are listed in the Annex II to this decision, which will be yearly updated.

#### Article 6

The Human Resources and Security Unit shall include the level of security clearance required for each open post in each Vacancy Notice, as defined in Annex II to this Decision. In case of new posts not included in this decision, the respective Director shall propose a level of security clearance, to be confirmed by the Frontex Security Authority and approved by the Appointing Authority.

#### Article 7

The Security Officer shall maintain updated information on the current security clearance status of Frontex. That information shall be available to the Executive Management, the respective Directors and Heads of Units.

#### Article 8

Contractors cannot carry out a sensitive activity unless they have a security clearance at least at the level of CONFIDENTIEL UE/EU CONFIDENTIAL.

#### Article 9

For the purpose of this decision, a sensitive activity is defined as one relating to:

- access to operational information; or
- access to information systems processing operational information; or
- access to information imperative for the security of information systems processing operational information.

#### Article 10

In case a security clearance is not provided at the required level, Temporary and Contract Staff, SNEs and Contractors shall be excluded from access to information and to systems containing EU classified information, as defined in Article 8, as well as from access to secure and limited access areas where such access is possible or where he/she might endanger security information systems. Other measures may be considered, as necessary.

#### Article 11

The security clearance compliance of Frontex Temporary Agents, Contract Agents and SNEs shall be taken into account in probationary, appraisal, contract renewal and administrative inquiries / disciplinary procedures.

#### Article 12

Contractors shall be subject to contract conditions. Classified contracts shall include Security Aspect Letters, containing the following standard clauses:

*The Agency shall be entitled to refuse access to its premises to any contractor or sub-contractor personnel, as deemed necessary for security reasons.*

*Any failure to comply with the Agency's security rules and instructions may result in access to the premises being denied or the personnel being expelled from Frontex premises.*

#### Article 13

The Frontex Security Authority shall define instructions to staff on the implementations of this decision.

#### Article 14

This Decision enters into force on ..... 2016 and repeals the Decision/2013/09, of 12 March 2013 of the Deputy Executive Director on the levels of security clearance for Frontex posts.

Done in Warsaw, on 30/11/2016

Fabrice Leggeri  
Executive Director

Annex I-Equivalence table of certificates issued by the European Union Member States and Schengen Associated Countries

Annex II-Levels of Security Clearance Required for posts in Frontex

## Annex I-Equivalence of certificates issued by Member States

Member State	Certificate
Austria	Certificate of the Penal Registry (Strafregisterbescheinigung)
Belgium	Extract from Judicial Record Extrait du casier judiciaire [French] Uittreksel uit het Strafregister [Flemish])
Bulgaria	Conviction Status Certificate Svidetelstvo za Sudimost СВИДЕТЕЛСТВО ЗА СЪДИМОСТ
Croatia	Certificate of No Convictions Potvrda o Nekaznjavanju
Republic of Cyprus	Police Clearance
Czech Republic	Police Clearance Certificate Zadost o vyps z rejstriku trestu
Denmark	Crime Certificate Straffeattest
Estonia	Criminal Record Check
Finland	Extract from Criminal Recordc Rikosrekisteriote
France	Extract from Police records Extrait du Casier Judiciaire Bulletin n° 3
Germany	Police Good Conduct Certificate Polizeiliches Führungszeugnis
Greece	Penal Certificate for General Use
Hungary	Police Penal Certificate Hatósági Erkölcsi Bizonyítvány
Ireland	Police Certificate of Character
Italy	General Penal Certificate Certificato Generale del Casellario Giudiziale

	Solicitor General's Certificate of Pending Charges Certificato dei Carichi Pendenti della Procura
Latvia	Certificate on Conviction of an Individual Izziņa par fiziskas personas sodāmību
Lithuania	Criminal Record Check
Luxembourg	Penal Certificate Bulletin No. 3 Extrait du Casier Judiciaire
Malta	Conduct Certificate Certifikat Ta'Kondotta
Netherlands	Certificate of Good Conduct Verklaring Omtrent het Gedrag (VOG).
Poland	Request for a criminal record- Request for information about a person Zapytanie o Karalność - Zapytanie o udzielenie Informacji o Osobie
Portugal	Criminal Record Certificate certificado do registo criminal
Romania	Certificate of Police Clearance Certificat de Cazier Judiciar
Slovakia	Police Certificate Vypis z registra trestov
Slovenia	Certificate of No Convictions Potrdilo o nekaznovanju
Spain	Criminal record certificate Certificado de Antecedentes Penales'
Sweden	Extract from the Criminal Records Registry for purposes in another country utdrag ur, belastnings registret
UK	ACPO Police Certificate

## Equivalence of certificates issued by Schengen Associated Countries

Schengen Associated Country	Certificate
Iceland	Criminal Certificate for Private Use Einkavottord
Liechtenstein	Criminal Records Excerpt Stafregisterauszug
Norway	Criminal Record Certificate Politiattest
Switzerland	Criminal Records Extract Stafregisterauszug

## Annex II-Levels of security clearance for posts in Frontex

<b>Function</b>	<b>Level of Security Clearance</b>
Executive Director	SECRET UE/EU SECRET
Deputy Executive Director	SECRET UE/EU SECRET
<b>Cabinet</b>	
Senior Strategic Advisor	SECRET UE/EU SECRET
Executive Advisor	SECRET UE/EU SECRET
Head of Cabinet	SECRET UE/EU SECRET
Strategic Policy Advisor	SECRET UE/EU SECRET
Liaison Officer to Turkey	SECRET UE/EU SECRET
Executive Assistant	SECRET UE/EU SECRET
Assistant	SECRET UE/EU SECRET
Security Guard/Driver	SECRET UE/EU SECRET
Security Guard/Driver	SECRET UE/EU SECRET
<b>Data Protection Office</b>	
Data Protection Officer	SECRET UE/EU SECRET
Assistant to Data Protection Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
<b>Frontex Liaison Officer in Brussels</b>	
Liaison Officer	SECRET UE/EU SECRET

Assistant to Liaison Officer CONFIDENTIEL UE/EU CONFIDENTIAL

### **Press Office**

Public Relations Officer / Spokesperson SECRET UE/EU SECRET

Press Office Team Leader/ Spokesperson SECRET UE/EU SECRET

Editor CONFIDENTIEL UE/EU CONFIDENTIAL

Senior Assistant to Press Office CONFIDENTIEL UE/EU CONFIDENTIAL

### **Fundamental Rights Office**

Fundamental Rights Officer SECRET UE/EU SECRET

Associate Fundamental Rights Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Assistant to FRO CONFIDENTIEL UE/EU CONFIDENTIAL

Assistant to the Secretariat of  
Consultative Forum CONFIDENTIEL UE/EU CONFIDENTIAL

### **OPERATIONS DIVISION**

Director of Operations Division SECRET UE/EU SECRET

Head of FLO SECRET UE/EU SECRET

Product and Change Manager to the  
DOPD SECRET UE/EU SECRET

Liaison Officer SECRET UE/EU SECRET

Anti-Trafficking Coordinator SECRET UE/EU SECRET

Assistant to the DOPD CONFIDENTIEL UE/CONFIDENTIAL

Assistant CONFIDENTIEL UE/EU CONFIDENTIAL



## **Joint Operations Unit**

Head of Joint Operations Unit	SECRET UE/EU SECRET
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant in the Joint Operations Unit	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

## **Air Borders Sector**

Head of Sector ABS	SECRET UE/EU SECRET
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

## **Land Border Sector**

Head of Sector / LBS	SECRET UE/EU SECRET
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

Project Assistant CONFIDENTIEL UE/EU CONFIDENTIAL

**Sea Borders Sector**

Head of SBS SECRET UE/EU SECRET

Operational Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Frontex Coordinating Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Coordinating Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Project Support Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Operational Assistant CONFIDENTIEL UE/EU CONFIDENTIAL

Project Assistant CONFIDENTIEL UE/EU CONFIDENTIAL

**Return Support Unit**

Head of RSU SECRET UE/EU SECRET

Head of ROS SECRET UE/EU SECRET

Operational Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Return Operation Coordinating Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Service Manager for chartering flights CONFIDENTIEL UE/EU CONFIDENTIAL

Junior Return Operation Coordinating  
Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Project Support Officer CONFIDENTIEL UE/EU CONFIDENTIAL

Project Assistant CONFIDENTIEL UE/EU CONFIDENTIAL

Assistant CONFIDENTIEL UE/EU CONFIDENTIAL

## **Risk Analysis Unit**

Head of Unit RAU	SECRET UE/EU SECRET
Analytical Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

## **Strategic Analysis**

Head of Strategic Analysis Sector	SECRET UE/EU SECRET
Senior Analyst	SECRET UE/EU SECRET
Strategic Analyst <sup>2</sup>	SECRET UE/EU SECRET or CONFIDENTIEL UE/EU CONFIDENTIAL
Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Junior Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Analytical Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

## **Operational Analysis**

Head of Operational Analysis & Evaluation Sector	SECRET UE/EU SECRET
Senior Analyst	SECRET UE/EU SECRET
Personal Data Analyst	SECRET UE/ EU SECRET
Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL

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<sup>2</sup> The security clearance requirement for Strategic Analyst will need to be decided on case by case basis. Generally it would be CONFIDENTIEL however for staff whose tasks include participation in meetings related to counter-terrorism, security clearance at SECRET level is required.

Editor	CONFIDENTIEL UE/EU CONFIDENTIAL
Officer/FISO	CONFIDENTIEL UE/EU CONFIDENTIAL
Debriefing Advisor	CONFIDENTIEL UE/EU CONFIDENTIAL
Intelligence Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Analytical Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

### **Analytics Sector**

Head of Sector-Analytics in RAU	SECRET UE/EU SECRET
Business Intelligence Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Data Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
GIS Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Analysis Layer Service Manager	CONFIDENTIEL UE/EU CONFIDENTIAL

### **Frontex Situation Centre**

Head of Frontex Situation Centre	SECRET UE/EU SECRET
Information Management Officer/Coordinator of the FSC Operations Business Area	SECRET UE/EU SECRET
Service Implementation Team Leader	SECRET UE/EU SECRET
Information Management Officer/GIS Service Manager	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Planning Expert	CONFIDENTIEL UE/EU CONFIDENTIAL
Situation and Crisis Monitoring Team Leader	CONFIDENTIEL UE/EU CONFIDENTIAL

Service Manager/Hot Spot Information Manager	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Service Manager	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Duty Officer	SECRET UE/EU SECRET
Duty Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Planning Expert	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant in FSC	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant Copernicus	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Horizontal Coordination Support Officer	SECRET UE/EU SECRET
Information Management Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Information Management Assistant (Correspondance Management)	SECRET UE/EU SECRET

## **CAPACITY BUILDING DIVISION**

Director of Capacity Building Division	SECRET UE/EU SECRET
Strategic Advisor	SECRET UE/EU SECRET
Coordinating Officer	SECRET UE/EU SECRET
Assistant to the Director of Capacity Building Division	SECRET UE/EU SECRET

## **Pooled Resources**

Head of Pooled Resources Unit	SECRET UE/EU SECRET
Planning & Logistic Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
PRU Project Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Coordinating Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Pooled Resources Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Logistics Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Resources Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Support Officer-logistical support for hot spots	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Resources Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Operational Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Logistics Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL

### **Training Unit**

Head of Training Unit	SECRET UE/EU SECRET
Senior Training Project Officer	SECRET UE/EU SECRET
Training Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Training Project Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

## **Research & Development Unit**

Head of R & D Unit	SECRET UE/EU SECRET
Principal Research Officer	SECRET UE/EU SECRET
Senior Research Officer	SECRET UE/EU SECRET
Administrator	CONFIDENTIEL UE/EU CONFIDENTIAL
Research Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Junior Research Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Systems Analyst	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL

## **International and European Cooperation Unit**

Head of IEC	SECRET UE/EU SECRET
Senior External Relations Officer	SECRET UE/EU SECRET
External Relations Officer	SECRET UE/EU SECRET
Project Manager for TC/Candidate Countries	SECRET UE/EU SECRET
Assistant to IEC	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to the HoIEC	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant - Project Management	CONFIDENTIEL UE/EU CONFIDENTIAL
External Relations Officer	SECRET UE/EU SECRET
Customs Advisor	CONFIDENTIEL UE/EU CONFIDENTIAL

Project Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant in IEC	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Return Specialist IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Coordinator IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Migration Specialist IPA	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant EIP	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior External Relations Officer/International Organisations	SECRET UE/EU SECRET

#### **CORPORATE GOVERNANCE**

Director of Corporate Governance	SECRET UE/EU SECRET
Corporate Planning and Evaluation Administrator (Controller)	SECRET UE/EU SECRET
Management Coordinator in the Corporate Governance	SECRET UE/EU SECRET
Quality Manager	SECRET UE/EU SECRET
Accounting Officer	SECRET UE/EU SECRET
Management Board Secretariat Coordinator	SECRET UE/EU SECRET
Assistant to the MB Secretariat	SECRET UE/EU SECRET
Accounting Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to Internal Auditor/QM/Controller	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL



## **Legal Affairs Unit**

Head of Legal Affairs Unit	SECRET UE/EU SECRET
Senior Legal Officer	SECRET UE/EU SECRET
Legal Officer	SECRET UE/EU SECRET
Junior Legal Officer	SECRET UE/EU SECRET
Legal Assistant	SECRET UE/EU SECRET

## **Financial & Corporate Services**

Head of Finance and Corporate Services Unit	SECRET UE/EU SECRET
Financial Management Coordinator	SECRET UE/EU SECRET
Procurement Coordinator	SECRET UE/EU SECRET
Finance Officer	SECRET UE/EU SECRET
Procurement Support Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Procurement Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Financial Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to FCS	CONFIDENTIEL UE/EU CONFIDENTIAL
Project Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Financial Assistant - Cooperate Travel Services	CONFIDENTIEL UE/EU CONFIDENTIAL
Data Entry Agent	CONFIDENTIEL UE/EU CONFIDENTIAL
Procurement Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Senior Assistant Copernicus	CONFIDENTIEL UE/EU CONFIDENTIAL

## **Corporate Services Sector**

Agency Master - Head of Agency Services Sector

SECRET UE/EU SECRET

Document Management Officer

SECRET UE/EU SECRET

Project Support Officer

SECRET UE/EU SECRET

Facility Management Coordinator

CONFIDENTIEL UE/EU CONFIDENTIAL

Digital Communications Support Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Inventory Management Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Expatriate Legal Officer

CONFIDENTIEL UE/EU CONFIDENTIAL

Facility Management Senior Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Corporate Services Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Finance Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Meetings and Events Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Administrative Clerk

CONFIDENTIEL UE/EU CONFIDENTIAL

Administrative Project Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

Document Management Assistant/Archivist

CONFIDENTIEL UE/EU CONFIDENTIAL

## **Human Resources & Security Unit**

Head of Human Resources and Security Unit

SECRET UE/EU SECRET

Assistant

CONFIDENTIEL UE/EU CONFIDENTIAL

## **Communication Team**

Senior Communications Officer

SECRET UE/EU SECRET

Internal Communication Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Cross-media Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
Assistant to the Communications Team	CONFIDENTIEL UE/EU CONFIDENTIAL

### **Human Resources Sector**

Head of HR Sector	SECRET UE/EU SECRET
Senior HR Officer	SECRET UE/EU SECRET
Staff Development Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
Training Coordinator	CONFIDENTIEL UE/EU CONFIDENTIAL
HR Officer	CONFIDENTIEL UE/EU CONFIDENTIAL
HR Recruitment Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Assistant / HR	CONFIDENTIEL UE/EU CONFIDENTIAL
Human Resources Coordinating Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Staff Development and Training Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Personnel Administration Assistant	CONFIDENTIEL UE/EU CONFIDENTIAL
Administrative Clerk	CONFIDENTIEL UE/EU CONFIDENTIAL

### **Security Sector**

Security Officer	SECRET UE/EU SECRET
Senior Security Guard	SECRET UE/EU SECRET
Security Guard	SECRET UE/EU SECRET

## ICT Unit

Head of ICT Unit	SECRET UE/EU SECRET
ICT Administrative Assistant	SECRET UE/EU SECRET
ICT Support Analyst	SECRET UE/EU SECRET

## IT Operations and Security Sector

ICT Project Manager	SECRET UE/EU SECRET
Senior Applications and Database Expert in Microsoft	SECRET UE/EU SECRET
Team Leader Network	SECRET UE/EU SECRET
Team Leader Servers and Storage	SECRET UE/EU SECRET
Senior Software Developer	SECRET UE/EU SECRET
Security Specialist	SECRET UE/EU SECRET
IT Security Specialist	SECRET UE/EU SECRET
System Administrator	SECRET UE/EU SECRET
Junior System Administrator	SECRET UE/EU SECRET
Senior IP Network Expert	SECRET UE/EU SECRET
ICT Solutions Developer	SECRET UE/EU SECRET
IT Security Officer	SECRET UE/EU SECRET
Team Leader ICT Service Centre and Service Management	SECRET UE/EU SECRET
IT Specialist / Systems Engineer	SECRET UE/EU SECRET
ICT Helpdesk Team Leader	SECRET UE/EU SECRET
IT Specialist	SECRET UE/EU SECRET

Systems Administrator	SECRET UE/EU SECRET
ICT Solutions Coordinator	SECRET UE/EU SECRET
ICT Assistant	SECRET UE/EU SECRET
<b>IT Projects and Contracts Sector</b>	
Head of ICT Projects and Contract Sector	SECRET UE/EU SECRET
ICT Solution Coordinator	SECRET UE/EU SECRET
Contract Manager	SECRET UE/EU SECRET
Application Specialist	SECRET UE/EU SECRET