



We are seeking to appoint a

**Security and Safety Officer (SSO)
with expertise in Prevention and Protection of Workers**

(In French : « Responsable de la sûreté et de la sécurité » possédant les titres et compétences en matière de Prévention et de Protection des travailleurs)

(full time post - 37.5 hours per week)

The European Schools are an intergovernmental organization providing a multilingual and multi-cultural education. There are currently thirteen schools in six countries with around 27,650 pupils on roll. The Office of the Secretary General is the central office responsible for managing the European Schools system.

Description of the function

To implement policies for Security and Safety for the Office of the Secretary-General of the European Schools and for the five European Schools situated in Belgium in line with the applicable national Belgian legislation. The post holder will be based in the Office of the Secretary-General of the European Schools in Brussels. The SSO will be part of the Central Administrative Unit and will report to its Head.

Nevertheless, the officer may be required to travel abroad if necessary.

Main Duties:

- To develop security and safety policies, risk assessments, new concepts and procedures for the Office of the Secretary-General of the European Schools and for the European Schools, ensuring consistency with European School regulatory standards and procedures, with particular focus on the integration and standardisation across the family of the European Schools;
- To be responsible for security and safety issues in particular to ensure the management, promotion and respect of security/safety measures in the European Schools in Belgium;
- To liaise with the European Commission's Security Directorate and the Host country Authority responsible for the school's buildings and site on security/safety issues;
- To act as the interface with European Schools in Belgium and Internal Audit Service on security, safety, prevention and protection at work matters;
- To develop standardised systems of quality control and assurance (gas, electricity, water, fire safety and evacuation procedures, extractor fans, canteen safety, lab safety, alarm systems and school access arrangements);
- To ensure consistency and standardisation across the European Schools in Belgium on procedures related to the security, safety, prevention and protection at work (fire safety, site security, work safety, mental and physical health prevention and protection) and, in general, in the overall work environment;
- To liaise, establish and maintain good working relationships with national and international agencies and services, experts in governmental organisations and the private sector to exchange security, health and safety related information and to identify potential or actual security, health and safety threats;

- To give advice to the staff assigned to security and safety (School security and care teams, local prevention advisors, nurse(s) and first aiders);
- To advise Directors on the preparation and execution of budget elements linked to the risk register and security, safety, prevention and protection at work;
- To advise the Board of Governors, Secretary-General, and School Directors on resources for all matters related to Security, Safety, Prevention and Protection at work, in the context of applicable national legislation and international standards.;
- To promote security/safety awareness in the European Schools in Belgium including staff groups that are not directly employed by the school (guards, canteen, buses, cleaning, garderie, etc.);
- To promote safety and security awareness and culture of risk assessment on school trips and outings;
- To work with the Prevention and External Protection Services in and for the respect of Belgian legislation, in particular with regard to well-being and the prevention of psycho-social risks.

Profile required:

- University degree in Engineering (Bac + 4 minimum) or equivalent and long experience (minimum 5 years) in the field of security and safety within a private, national and/or international environment;
- Knowledge of the applicable security, health and safety legislation (EU, Belgium);
- 5 years relevant professional experience within a private or public, national or international environment;
- Knowledge and experience in the Prevention and Protection at work and Safety domains;
- Knowledge and experience of standard office applications;
- Excellent writing skills for elaborating policies, procedures, concept notes, guidelines and reports;
- Knowledge of languages :
 - Excellent command of one of the following languages: English or French (minimum level C1 according to the Common European Framework of Reference for Languages –CEFR standard-, or equivalent) and
 - Good command of the other respective language: English or French (minimum level B1 according to the CEFR standard, or equivalent);
- Having the certification of "conseiller en prévention niveau 1" (Belgian legislation);
- Experience in project management: training in this area would be an asset;
- Excellent diplomatic, communication and negotiation skills, and ability to persuade and convince others;
- Strong networking skills and ability to create and to maintain constructive and positive relations with people at all levels.

We offer:

- **A permanent contract** under the conditions provided by Belgian labour and social law;
- A challenging position in an international team;
- Possibilities for professional development;
- Free schooling in the European Schools.

Interested?

Fill out the online form [here](#) and send your application (motivation letter in Word format, CV in Europass format and copy of the requested diploma) **to:**

OSG-RECRUITMENT@EURSC.EU

By **6 September 2020** at the latest.

Respect of instructions for applying will be considered for the preselection, therefore please be mindful.

The 'subject' of the email has to be filled in as follows:

Security Officer - Name and First name (example: Security Officer – Dupont Jeanne).

The documents attached to your email must be named in the same way, with a sequential numbering of the documents (number **1** for the **Motivation letter**, number **2** for the **CV** and number **3** for the **copy of the diploma**: (example : **Security Officer – Dupont Jeanne 1**).

You will find any information concerning the processing of your personal data on the document « Privacy Statement for the Administrative and Ancillary Staff (AAS) of the Office of the Secretary general » (2018-11-D-13-en-1), effective from May 25, 2018 and available on <http://www.schola-europaea.eu/download/HR/2018-11-D-13-en-1.pdf>