

VACANCY NOTICE

Ref. No: eu-LISA/16/TA/AD7/3.1

Procurement Officer – Head of Procurement Sector

Post:	Procurement Officer – Head of Procurement Sector
Sector/Unit/Department:	Procurement Sector/Finance and Procurement Unit/Resources and Administration Department
Function Group/Grade:	Temporary Agent AD7
Location:	Tallinn, Estonia
Starting date:	01 September 2016
Level of Security Clearance:	Confidential UE/EU Confidential ¹
Closing date for applications	26 May 2016²

1. BACKGROUND

Applicants are invited for the above mentioned position at the European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter referred to as “eu-LISA”), established under the Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011³ (hereinafter referred to as “the Regulation”).

The seat of eu-LISA is Tallinn, Estonia. The tasks related to development and operational management of the current and future systems are carried out in Strasbourg, France. A backup centre is installed in Sankt Johann im Pongau, Austria.

eu-LISA is responsible for the long-term operational management of the second generation Schengen Information System (SIS II)⁴, the Visa Information System (VIS)⁵

¹ EC decision of 29 November 2001 amending its internal Rules of Procedure (notified under document number C(2001) 3031 (2001/844/EC, ECSC, Euratom) and EC decision of 3 February 2005 amending Decision 2001/844/EC, ECSC, Euratom (2005/94/EC, Euratom).

² Date of publication: 26 April 2016.

³ Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011, OJ L 286, 01.11.2011.

⁴ Regulation (EC) No 1987/2006 of the European Parliament and of the Council of 20 December 2006 on establishment, operation and use of the second generation Schengen Information System (SIS II), OJ L 381, 28.12.2006, and Council Decision 2007/533 JHA of 12 June 2007 on the establishment, operation and use of the second generation Schengen Information System (SIS II), OJ L 205, 7.08.2007.

⁵ Regulation (EC) No 767/2008 of 9 July 2008 of the European Parliament and the Council concerning the Visa Information System (VIS) and the exchange of data between member States on short-stay visas (VIS Regulation), OJ L 218, 13.08.2008.

and EURODAC⁶. In the future, it may also be made responsible for the preparation, development and operational management of other large-scale IT systems in the area of freedom, security and justice, if so entrusted by means of separate legal instruments.

Core task of eu-LISA is to ensure the effective, secure and continuous operation of the IT-systems. The Agency is also responsible for the adoption of necessary measures to ensure the security of the systems and the security of data.

Beyond these operational tasks, eu-LISA is responsible for the tasks related to reporting, publishing, monitoring and organising specific trainings on the technical use of the systems, implementing pilot schemes upon the specific and precise request of the European Commission and monitoring of research relevant for the operational management of the systems.

2. FINANCE AND PROCUREMENT UNIT

Within the Resources and Administration Department, as a component of the Finance and Procurement Unit, the Procurement Sector currently comprises five posts based in Tallinn.

Finance and Procurement Unit is responsible for the financial administration of eu-LISA including the co-ordination of all activities for the preparation and implementation of the institutional budget, the preparation of the annual accounts and its financial rules and procedures.

The Unit is also responsible for carrying out the eu-LISA's procurement activities and support to contract management - contributes to the development, streamlining and implementation of its procurement policies and procedures while ensuring that all European Union guidelines are adhered to.

3. TASKS AND RESPONSIBILITIES

Reporting to the Head of the Finance and Procurement Unit, the Procurement Officer – Head of Procurement Sector will contribute to and facilitate the development and service delivery of eu-LISA's procurement and acquisition function in accordance with established procedures, and shall in particular be responsible for:

- Leading the procurement function of the Agency by supervising and co-ordinating the drafting, planning, execution and monitoring of the annual procurement and acquisition plan;
- Leading the development, streamlining and implementing eu-LISA's procurement planning, reporting, policies and procedures while ensuring that all relevant guidelines are adhered to;
- Supervising the preparation and processing of all types of tender procedures including preparation, evaluation, verification and analysis ensuring compliance with the legal basis and sound financial management;
- Participating in tender opening and evaluation, including chairing panels;

⁶ Council Regulation (EC) No 2724/2000 of 11 December 2000 concerning the establishment of 'EURODAC' for the comparison of fingerprints for the effective application of the Dublin Convention, OJ L 316, 15.12.2000.

- Leading the support to contract managers across the Agency, consisting on advice on the interpretation of contractual provisions and in particular rights and obligations of the contracting parties;
- Advising technical and operational staff in the drafting of technical specifications;
- Elaborating and maintaining key performance indicators relevant to the procurement function;
- Supervising the preparation of regular reports on procurement management;
- Ensuring compliance of the procurement function with the Agency's internal control standards;
- Participating in and contributing to steering committees for the management of major contracts;
- Ensuring that ex-ante and post publicity requirements relevant to eu-LISA procurement are met;
- Promoting sound financial management in other Units through sharing and disseminating best practices in the field of procurement management, including the set-up and follow-up to community of practice's activities;
- Contributing to the annual work programme of the Unit, including activities listed in the Agency's annual work programme-single programming document;
- Identifying and analysing financial, operational, or legal risks arising from procurement planning, tender and contract management;
- Ensuring that documentation supporting tenders are complete, correct, and filed in accordance with current administrative rules;
- Contributing to the planning, monitoring and reporting of the utilisation of the Agency's budgetary resources;
- Contributing to the preparation of documents, reports and follow-ups to external and internal audits;
- Liaising with relevant external stakeholders on procurement matters;
- Working in close co-operation with internal stakeholders on procurement and contractual matters, including the Agency's Accounting Officer, Internal Auditor, and relevant Units/Sectors of the Agency;
- Providing guidance to staff on procurement matters, giving impulse and guide awareness and training when appropriate;
- Following up on the development of EU legislation in the area of procurement and compiling a relevant electronic documents' depository;
- Ensuring proper handover to the staff replacing him/her when absent from the office;
- Performing other related tasks as requested by the line management.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

Applicants will be considered eligible for the selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- 4.1.1. to have a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four (4) years or more,

or

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university is three (3) years.

- 4.1.2. by the closing date for applications have acquired at least 6 years of proven full-time professional experience after the award of the qualification certifying the completion of the level of studies required as a condition of eligibility mentioned above in point 4.1.1.

Only qualifications that have been awarded in EU Member States or that are subject to the equivalence certificates issued by the authorities in the said EU Member States shall be taken into consideration.

Only duly documented professional activity is taken into account.

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience to be taken into account shall not overlap with other periods of studies or professional experience, e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period).

In case of part-time work the professional experience will be calculated pro-rata in line with the workload stated by the applicant.

Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated above shall be taken into consideration as professional experience if the official documentation is provided.

- 4.1.2. produce evidence of one of the languages of the European Union at level C2 (Cf. Language levels of the Common European Framework of reference) and of a satisfactory knowledge of another language of the European Union at level C1 to the extent necessary for the performance of the duties;

- 4.1.3. be a national of one of the Member States of the European Union, Norway, Iceland, Liechtenstein or Switzerland⁷ and enjoy the full rights as a citizen⁸;
- 4.1.4. produce the appropriate character references as to the suitability for the performance of the duties;
- 4.1.5. has fulfilled any obligations imposed on them by the laws of their home country concerning military service;
- 4.1.6. be physically fit to perform their duties⁹.

4.2. Selection criteria

4.2.1. Professional competencies

The applicant will be required to demonstrate that he/she has:

- proven cumulative professional experience of at least three years in:
 - the management of large-scale tenders under EU procurement rules, or national public procurement in accordance with the EU procurement directive;
 - leading a team;
- experience in analysing service contract management issues in terms of planning, contract drafting, contract execution, service level agreements, including drafting of documents presenting complex legal issues;
- good knowledge of the Microsoft Office suite of software (Word, Excel – advanced user level, Power Point, Outlook) and ability to use software relevant to the financial area;
- strong drafting and communication skills in English both orally and in writing, at least at the level C1^[1].

4.2.2. Besides the following attribute would be advantageous:

- familiarity with the European public administration environment;
- in-depth knowledge of EU Financial Regulations and their implementation;
- diploma(s) in the areas relevant to the job duties and/or relevant additional studies, training or certification;
- knowledge of French language at least at the level B2.

⁷ Appointment of staff from countries associated with the implementation, application and development of the Schengen acquis and EURODAC-related measures is subject to the conclusion of the arrangements defined in article 37 of the founding Regulation of the Agency.

⁸ Prior to any appointment, the successful applicant will be asked to provide a certificate issued by the competent authority attesting the absence of any criminal record.

⁹ Before the appointment, the successful applicant shall be medically examined by a selected medical service in order that the Agency may be satisfied that he/she fulfils the requirement of Article 12 (2)d of the Conditions of employment of other servants of the European Communities.

[1] Cf. Language levels of the Common European Framework of reference:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4.2.3. *Personal qualities*

Attributes especially important to this post include:

- high level of capability to organise and manage work, including the ability to cope with stress in relation to demanding tasks, heavy workload and time pressure;
- high level of initiative and self-reliance;
- attention to detail and capacity to troubleshoot calculations;
- high degree of commitment, responsibility and flexibility; constructive, positive and service oriented attitude;
- excellent communication and interpersonal skills with ability to work both independently and in a team; ability to communicate efficiently with other colleagues from different cultural backgrounds and from various agencies/institutions and units (*internal and external*).

5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected **Procurement Officer – Head of Procurement Sector** will be required to make a declaration of commitment to act independently in eu-LISA's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

6. EQUAL OPPORTUNITIES

eu-LISA applies an equal opportunities policy and accepts applications without distinction on 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.

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- the Selection Committee designated by the Executive Director of eu-LISA is set up for the selection procedure;
- after registration, each application is checked to verify whether the applicant meets the eligibility criteria;
- all the eligible applications are evaluated by the Selection Committee based on the selection criteria defined in the vacancy notice;
- the best-qualified applicants, who obtained the highest number of points are short-listed for an interview;
- the interview is conducted in English; questions in French may be asked to candidates, who indicated a level of knowledge of French at least on B2 level or above;
- during the interview, the Selection Committee further examines the profiles of applicants and scores the candidates in accordance with the selection criteria;
- Interviewed candidates will be requested to undergo a written test in English, which will be scored in accordance with the selection criteria;

- applicants invited to an interview will be requested to present, on the day of the interview, originals of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, and the workload;
- as a result of the interviews, the Selection Committee recommends the most suitable applicants for inclusion in the reserve list, which may also be used for the recruitment for a similar post depending on the needs of the eu-LISA and budgetary situation; the reserve list shall be valid until **26 May 2018** (the validity period may be extended). Each applicant will be informed by a letter whether or not he/she has been placed on the reserve list. **Applicants should note that inclusion on a reserve list does not guarantee employment.**

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

Procurement Officer – Head of Procurement Sector will be appointed by the Executive Director of eu-LISA from the reserve list.

For reasons related to eu-LISA's operational requirements, once the candidate receives the job offer, he/she may be required to confirm their acceptance of the offer in a short time, and be available to start the contract at short notice (2 or 3 months).

The successful applicant will be recruited as a Temporary Agent, pursuant to Articles 79 and 80 of the Conditions of Employment of Other Servants of the European Communities (CEOS).

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Tallinn currently 78.0 %) and paid in EUR¹⁰.

In addition to the basic salary, staff members may be entitled to various allowances, in particular an expatriation (16% of basic gross salary) or foreign residence allowance (4% of basic gross salary) – depending on particular situation, and family allowances (depending on personal situation) such as: household allowance, dependent child allowance, pre-school allowance, education allowance.

eu-LISA staff members pay an EU tax at a source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxation.

Staff members may also be entitled to the reimbursement of removal costs and an initial temporary daily subsistence allowance. The provisions guiding the calculation of these allowances can be consulted in Annex VII of the Staff Regulations available at the following address: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

eu-LISA staff members are entitled to annual leave of two working days per each complete calendar month of service. There are on average 19 Public Holidays per year.

¹⁰ The correction coefficient is subject to a regular update.

In addition, staff members are entitled to a number days of leave according to their basic entitlement depending on the grade, age and entitlement to expatriation or foreign residence allowance. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child, etc.

Throughout the period of service staff members participate in the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and reaching the pensionable age of 66 years. Pension rights acquired in one or more national schemes before starting to work at eu-LISA may be transferred into the EU pension system.

eu-LISA staff members are covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled for a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions of temporary staff please refer to CEOS:<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The initial duration of the contract is **five years** including probationary period of nine months, with a possibility of contract renewal for another period not exceeding five years. Second renewal would be indefinite.

eu-LISA requires selected applicants to sensitive posts to undergo a **security screening procedure** and obtain a positive national opinion. The level of the latter depends on the specific post. For this one, the required level of clearance is Confidential UE/EU Confidential.

Applicants who currently hold a valid security clearance at the above-mentioned level shall provide a copy of the security clearance to eu-LISA and specify the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months, the renewal procedure shall be initiated expeditiously.

In case selected applicants do not currently hold a valid security clearance at the above-mentioned level, eu-LISA will request such from the National Security Agency of the applicants' state of nationality.

Failure to obtain the required security clearance certificate from the successful candidate's National Security Authority, either during or after the expiration of the probationary period, will give the right to the eu-LISA to terminate any applicable employment contract.

9. PROTECTION OF PERSONAL DATA

eu-LISA ensures that applicants' personal data are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). Please note that eu-LISA will not return applications to applicants.

The legal basis for the selection procedures of the Temporary Staff (TA 2 f) are defined in the Conditions of Employment of Other Servants of the European Communities¹¹.

¹¹ CEOS, in particular the provisions governing conditions of engagement in Title IV.

The purpose of processing personal data is to enable selection procedures.

The selection procedure is conducted under the responsibility of the eu-LISA's Human Resources and Training Unit, under the Resources and Administration Department. The controller, in practice, for personal data protection purposes is the Head of the Human Resources and Training Unit.

The information provided by the applicants will be accessible to a strictly limited number of HR staff members, to the Selection Committee, and, if necessary, to the Security and/or Legal Officer of eu-LISA.

Almost all fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits.

Processing begins on the date of receipt of the application. Data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for **2 years** after which time they are destroyed;
- for applicants placed on a reserve list but not recruited: data are kept for the period of validity of **the reserve list + 1 year** after which time they are destroyed;
- for recruited applicants: data are kept for a period of **10 years** as of the termination of employment or as of the last pension payment after which time they are destroyed.

All applicants may exercise their right of access to and right to rectify personal data. In the case of identification data, applicants can rectify the data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications' submission.

Any substantiated query concerning the processing of his/her personal data can be addressed to the Human Resources and Training Unit of the Agency at eulisa-RECRUITMENT@eulisa.europa.eu.

Applicants may have recourse at any time to the eu-LISA's Data Protection Officer (dpo@eulisa.europa.eu) and/or European Data Protection Supervisor (edps@edps.europa.eu).

10. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and Conditions of employment of other servants of the European Communities, at the following address:

eu-LISA

(European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice)

EU House

Rävala pst 4

10143 Tallinn

Estonia

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure starts from the time the applicant is notified of the act adversely affecting him/her.

11. APPLICATION PROCEDURE

Applicants are requested to fill in the standard application form in English that could be downloaded from eu-LISA website:

<http://www.eulisa.europa.eu/JobOpportunities/Pages/TemporaryAgent.aspx>

The application shall be accompanied by scanned versions of:

- the Eligibility Checklist (see page 11 of the Vacancy Notice) duly completed and signed by the applicant. In the Eligibility Checklist the applicant verifies his/her compliance with the eligibility criteria for the specific post;
- the Declaration of Conflict of Interest duly completed and signed by the applicant in order to identify potential or actual conflict of interest in relation to the position offered, if any (see page 12 of the Vacancy Notice).

Applications must be sent to the following e-mail address before the deadline: eulisa-RECRUITMENT@eulisa.europa.eu.

The closing date for submission of applications is: **26 May 2016 at 23:59 EET (Eastern European Time)**.

The subject of the e-mail should include the Reference No **eu-LISA/16/TA/AD7/3.1**

Applicants are strongly advised **not to wait until the last day** to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. eu-LISA cannot be held responsible for any delay due to such difficulties.

Once the applications have been registered, applicants will receive an acknowledgement message by e-mail confirming the receipt of the application.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false, the applicant in question will be disqualified.

Incomplete applications and applications sent to eu-LISA after the deadline will be disqualified and treated as non-eligible.

Due to the large volume of applications, eu-LISA regrets to inform that only applicants selected for the interviews will be contacted.

In case of any queries about the selection process, please contact via e-mail: eulisa-RECRUITMENT@eulisa.europa.eu.

You will be requested to supply documentary evidence in support of the statements that you make for this application. Do not, however, send any supporting or supplementary documentation with your application, until you have been asked to do so by eu-LISA. Additionally, do not submit the reference letters or testimonials, unless they have been requested for the sole use of eu-LISA.

Please note that the time period between the closing date for applications submission and the end of the short listing applicants for the interview may take up to several months.

eu-LISA/16/TA/AD7/3.1

Temporary Agent – Procurement Officer – Head of Procurement Sector

Full name of applicant: (in capitals)	
Application number: (introduced by the eu-LISA)	

ELIGIBILITY CRITERIA

1	be a national of one of the Member States of the Communities or the Schengen Associated Countries and enjoys the full rights as a citizen;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	to have a level of education which corresponds to completed university studies attested by a diploma, when the normal period of university education is four (4) years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university is three (3) years;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	by the closing date for applications have acquired at least 6 years of proven full-time professional experience after the award of the qualification certifying the completion of the required level of studies;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	produce evidence of one of the languages of the European Union at level C2 (Cf. Language levels of the Common European Framework of reference) and of a satisfactory knowledge of another language of the European Union at level C1 to the extent necessary for the performance of the duties;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	has fulfilled any obligations imposed on him by the laws of his home country concerning military service;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	be physically fit to perform their duties;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	produce the appropriate character references as to suitability for the performance of the duties.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I, as an applicant, fulfil all the eligibility criteria for the post in question:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Signature of Applicant

Introduced by the eu-LISA:

.....
Signature Certified Yes No
correct:

**DECLARATION
OF CONFLICT OF INTEREST¹²**

Vacancy Notice Reference Number: **eu-LISA/16/TA/AD7/3.1**

Position: **Procurement Officer – Head of Procurement Sector**

This Declaration aims at allowing the Executive Director to identify potential or actual conflict of interest in relation to the specific position offered and the appropriate measures to be adopted, if any.

Surname/first name:

Address for correspondence:

Telephone number:

E-mail address:

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties **in the specific position offered** at eu-LISA and which may thus lead to any actual or potential conflict of interest relevant to that position?

YES NO

If yes, please detail:

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.....
.....

Declaration

I hereby certify that the information provided in this form is correct and complete and that my standard application form is duly updated. I will immediately inform Executive Director of any change in my situation, or of any new relevant information I may receive which could cause a breach of the Staff Regulations/CEOS. I am aware that any false declaration may result in the cancellation of the recruitment process or, after recruitment, in disciplinary sanctions.

Signature of the applicant:

Date: .. /.. /....

¹² Pursuant to Articles 11 and 11a of the Staff Regulations and 11 and 81 of the Conditions of Employment of Other Servants (CEOS)