

## VACANCY NOTICE

Ref. No: eu-LISA/19/TA/AD13/4.1

<b>Position :</b>	<b>Deputy Executive Director</b>
<b>Function Group/Grade/Post title:</b>	Temporary Agent/AD13/Deputy Executive Director
<b>Location:</b>	Tallinn, Estonia
<b>Starting date:</b>	ASAP
<b>Level of Security Clearance:</b>	<b>Corrigendum:</b> SECRET UE/EU SECRET <sup>1</sup>
<b>Closing date for applications</b>	<b><del>21/05/2019</del> extended until 17/06/2019<sup>2</sup> 23:59 EET and 22:59 CET</b>
<b>Published in:</b>	<a href="#">Official Journal (vacancy notice)</a> <a href="#">Corrigendum to vacancy notice</a>

### 1. INFORMATION ABOUT THE AGENCY

Applicants are invited to apply for the above-mentioned post at the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (hereinafter referred to as “eu-LISA” or “Agency”). eu-LISA was established in 2011, the new eu-LISA Regulation<sup>3</sup> entered into force on 11 December 2018.

The seat of eu-LISA is Tallinn, Estonia. Tasks related to development and operational management of the current and future systems are carried out in Strasbourg, France. eu-LISA also has a backup site in Sankt Johann im Pongau, Austria and a Liaison Office in Brussels, Belgium.

eu-LISA is responsible for the long-term operational management of the European Asylum Dactyloscopy Database (Eurodac)<sup>4</sup>, the second generation Schengen Information System (SIS II)<sup>5</sup> and the Visa Information System (VIS)<sup>6</sup>. These systems are essential for the normal functioning of the Schengen Area, for the efficient border management of its external borders as well as for the implementation of common EU asylum and visa policies. The Agency may also be made responsible for the preparation, development and operational management of other large-scale IT

<sup>1</sup> EC Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information.

<sup>2</sup> Date of publication: 09/04/2019

<sup>3</sup> Regulation (EU) No 2018/1726 of the European Parliament and of the Council of 14 November 2018, OJ L 295, 21.11.2018, p. 99.

<sup>4</sup> Regulation (EU) No 603/2013 of the European Parliament and Council of 26 June 2013.

<sup>5</sup> 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.

<sup>6</sup> 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.

systems in the area of freedom, security and justice, if so provided by relevant legislative instruments based on Articles 67 to 89 of the Treaty on the Functioning of the European Union (TFEU). As of December 2017, the Agency has been made responsible for the development and operational management of the European Entry/Exit System (EES)<sup>7</sup>. As of 9 October 2018, the Agency has been entrusted with the development and operational management of the European Travel Authorization and Information System (ETIAS)<sup>8</sup>. The Agency may also be entrusted with the centralised system for the identification of Member States holding conviction information on third country nationals and stateless persons (TCN) to supplement and support the European Criminal Records System (ECRIS-TCN)<sup>9</sup>, provided that co-legislators adopt the required legal instrument. The Agency will be also entrusted subject to the adoption of the relevant legislative instruments, with the development of interoperability solutions between large-scale IT systems as foreseen in the Proposals on Interoperability of December 2017<sup>10</sup>.

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

Beyond these operational tasks, eu-LISA is responsible for information and communication management to ensure that the public and interested parties are rapidly given objective, reliable and easily understandable information with regards to its work; reporting, publishing, monitoring and organising specific training sessions on the technical use of the systems, implementing pilot schemes upon specific and precise requests of the European Commission and the monitoring of research relevant for the operational management of the systems.

Information about the Agency can be found on eu-LISA website: <https://www.eulisa.europa.eu/>

## 2. DUTIES

**The eu-LISA Deputy Executive Director** reports to eu-LISA Executive Director and assists him in the implementation of his duties, in particular:

- Assisting the Executive Director and replacing the Executive Director in his absence.
- Contributing to the day-to-day management of the Agency, including overseeing the implementation of internal policies, procedures and guidelines that ensure the functioning in accordance with its mandate, objectives and mission;
- Overseeing the operational activities of the Agency in accordance with the eu-LISA Regulation and following guidance of the Executive Director;

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<sup>7</sup> Regulation (EU) 2017/2226 of the European Parliament and of the Council of 30 November 2017 establishing an Entry/Exit System (EES), OJ L 327/20, 9.12.2017. Corrigendum to Regulation (EU) 2017/2225 of the European Parliament and of the Council of 30 November 2017 amending Regulation (EU) 2016/399 as regards the use of the Entry/Exit System (OJ L 327, 9.12.2017), OJ L 312, 7.12.2018.

<sup>8</sup> Regulation (EU) 2018/1240 of the European Parliament and of the Council of 12 September 2018 establishing a European Travel Information and Authorisation System (ETIAS) and amending Regulations (EU) No 1077/2011, No 515/2014, (EU) 2016/399, (EU) 2016/1624 and (EU) 2017/2226 and Regulation (EU) 2018/1241 of the European Parliament and of the Council of 12 September 2018 amending Regulation (EU) 2016/794 for the purpose of establishing a European Travel Information and Authorisation System (ETIAS), OJ L 236, 19.09.2018.

<sup>9</sup> Proposal for a Regulation of the European Parliament and of the Council establishing a centralised system for the identification of Member States holding conviction information on third country nationals and stateless persons (TCN) to supplement and support the European Criminal Records Information System (ECRIS-TCN system) and amending Regulation (EU) No 1077/2011, COM(2017) 344 final.

<sup>10</sup> COM(2017) 794 final, 2017/0352 (COD) and COM(2017) 793 final, 2017/0351 (COD).

- Preparing the Programming Document, and outlining the annual budget of eu-LISA along with other strategic and operational documents as required as well as oversight of their implementation;
- Representing the Agency vis-à-vis the European Commission, European Parliament, the Council and other relevant EU bodies as requested by the Executive Director;
- Establishing and maintaining effective working relationships with the governance bodies of eu-LISA i.e. the Management Board and the Advisory Groups;
- Developing and facilitating cooperation between eu-LISA and other relevant EU agencies, international organisations and relevant national authorities as needed for the implementation of the mandate and operational activities of the Agency;
- Implementing any other tasks attributed or delegated by the Executive Director.

### **3. QUALIFICATIONS AND EXPERIENCE REQUIRED**

#### **3.1. Eligibility criteria**

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

3.1.1. he/she has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four 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 year when the normal period of university education is at least three years;

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

3.1.2. by the closing date for applications he/she has acquired **at least 15 (fifteen) years of proven full-time professional experience** relevant to the duties after the award of the qualification certifying the completion of the study levels required as a condition of eligibility listed above;

***Only duly documented professional activity will be taken into account.***

***ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience 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 time 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.***

***Compulsory military service or equivalent civilian service accomplished after achieving the minimum qualification stated in the 4.1.1. shall be taken into consideration as professional experience if official documentation is provided.***

***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.***

- 3.1.3. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland<sup>11</sup> and enjoys his/her full rights as a citizen<sup>12</sup>;
- 3.1.4. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
- 3.1.5. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 3.1.6. he/she is physically fit to perform his/her duties<sup>13</sup> and
- 3.1.7. he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

### **3.2. Selection criteria**

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure:

#### *3.2.1. Professional experience and knowledge*

- University Degree in Business Administration, Information Technologies, EU affairs or other areas relevant to the mandate and operations of the Agency;
- solid professional experience in IT operations management, internal governance and/or administration, ideally acquired in an European or international context;
- proven track-record in building, managing and directing large teams at senior level in an international and multicultural environment, preferably built up in European Institutions, Agencies or other EU bodies for at least 5 (five) years, supervising and managing staff;
- a very good understanding of the EU context and of the interaction between national administrations and EU institutions, including knowledge of the EU legislation relevant for the mandate and operations of the Agency, EU financial circuits;
- knowledge and practical experience dealing with financial matters in an EU environment;
- knowledge and understanding of Agency's mandate, goals, objectives and tasks;

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<sup>11</sup> 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 42 of the new eu-LISA Regulation.

<sup>12</sup> 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.

<sup>13</sup> 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.

- strong drafting and communication skills in English both orally and in writing, at least at level C1<sup>14</sup>.

### 3.2.2. *Personal qualities*

- ability to work under pressure and with tight deadlines;
- proven capacity to analyse complex information, to consider options in clear and structured way, to propose and implement recommendations and to make sound decisions;
- ability to make timely decisions, to reprioritize tasks responding to changes in a rapidly changing work environment;
- ability to promote appropriate social, ethical and organisational standards in all interactions, internally and externally encompassing a service-minded approach.

### 3.2.3. *Leadership competencies*

- ability to create, promote and uphold the Agency's mission and values;
- very good insight into overall stakeholder landscape and solid understanding of the internal and external stakeholders requirements and interests, proactively seeking regular contact with all stakeholders to ensure that this understanding remains up to date;
- ability to communicate efficiently and unambiguously in a way that the receiver effectively understands the message and effectively adapts communication style to suit all different audiences;
- ability to develop and set up processes and structures across various fields of activities and manage and supervise changes trying out new methods for improvement;
- ability to draw up and manage budgets according to the principles laid down in the financial regulations, in a realistic and consistent way;
- ability to translate the strategy or operational policies into measurable objectives and develop well-organised plans along logical stages and based on priorities.

**The working language of eu-LISA is English. Therefore, the ability to communicate in English is an essential requirement.**

## **4. INDEPENDENCE AND DECLARATION OF INTEREST**

The selected applicant for the post 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.

## **5. 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,

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<sup>14</sup> Cf. Language levels of the Common European Framework of reference:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

## **6. SELECTION PROCEDURE**

The selection procedure includes the following steps:

- A Selection Committee designated by the Appointing Authority is set up for the selection procedure;
- After registration, each application is checked to verify whether the applicant meets the eligibility criteria;
- All 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 invited for an interview, which will be complemented by a written competency test;
- During the interview phase, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria. Out of this group only the top scored candidates, which are considered on a preliminary basis by the Selection Committee for being placed on the shortlist, will undergo the Assessment Centre activities, carried out by an external provider;
- In order to be considered for inclusion on the shortlist, an applicant must receive at least 70% of the maximum points from the evaluation of the interview and the written test phase;
- A non-binding report is produced by the Assessment Centre for each applicant, which performed the Assessment Centre activities, and shared with the Selection Committee. The Selection Committee takes into account the non-binding opinion of the Assessment Centre;
- The Selection Committee draws up a ranked list of the most suitable candidates for the position in order to allow the Executive Director to submit a final list of at least three candidates to the Management Board with a recommendation;
- On the proposal of the Executive Director, the Management Board will appoint the Deputy Executive Director. The Management Board may decide to interview the candidates before appointing the Deputy Executive Director from among the candidates proposed by the Executive Director. The Management Board shall take its decision by a two-thirds majority of its members;
- A candidate appointed by the decision of the Management Board will be offered a job by the Executive Director;
- The interview and the written test as well as Assessment Centre activities are conducted in English. In case English is the mother tongue of an applicant, some interview questions or test questions will be in the language they indicate on the application form as their 2nd EU language;
- Each applicant invited for an interview phase will be informed by letter whether or not he/she has been placed on the shortlist. Applicants should note that inclusion on a shortlist does not guarantee engagement.

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

**Because English is the working language of eu-LISA and because the successful applicant will be requested to immediately be operational, the recruitment procedure will be performed in English and all communication with applicants will be held in English.**

## **7. ENGAGEMENT AND CONDITIONS OF EMPLOYMENT**

The selected applicant will be appointed by the Management Board of eu-LISA upon recommendation of the Selection Committee and the Executive Director following the selection procedure.

For reasons related to eu-LISA's operational requirements, once the applicant receives an engagement 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.

The successful applicant will be engaged as Temporary Staff, pursuant to Article 2(a) of the Conditions of Employment of Other Servants of the European Communities (CEOS) for a duration of five years, which may be renewed once for no more than five years. The Temporary Staff post will be placed in Function Group AD, Grade 13 in the first or second step, depending on the length of professional experience.

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Tallinn, Estonia 82.2 %) and paid in EUR<sup>15</sup>.

**In addition to the basic salary, staff members may be entitled to various allowances depending on their personal situation.**

eu-LISA staff members pay an EU tax at the 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](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF)

**The complete salary table is available in Article 66 of the Staff Regulations.**

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

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. 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

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<sup>15</sup> The correction coefficient is subject to a regular update.

disease and accident as well as entitled to 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 a probationary period of nine months, with the possibility of one contract renewal for another period of no more than five years.

**All selected applicants will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (SECRET UE/EU SECRET level).**

A Personnel Security Clearance Certificate (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, which shows the level of EU Classified Information (EUCI) to which that individual may be granted access (CONFIDENTIEL UE/EU CONFIDENTIAL or above), the date of validity of the relevant PSC and the date of expiry of the certificate itself. For more information about EUCI please consult the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information.

Applicants who currently hold a valid security clearance 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 will be initiated expeditiously.

Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual applicant.

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

## **8. PROTECTION OF PERSONAL DATA**

eu-LISA ensures that applicants' personal data is processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data<sup>16</sup>.

Please note that eu-LISA will not return applications to the applicants.

The legal basis for the selection procedures of Temporary Staff TA 2(a) are defined in the Conditions of Employment of Other Servants of the European Communities<sup>17</sup>.

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

The selection procedure is conducted under the responsibility of eu-LISA's Human Resources Unit ('HRU'), within the Corporate Services Department. The controller, in

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<sup>16</sup> Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, 21.11.2018, p. 39.

<sup>17</sup> CEOS, in particular the provisions governing conditions of engagement in Title II.



practice, for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by the applicants will be accessible to a strictly limited number of HRU staff members, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the 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. Our data storage policy is as follows:

- for applications received, but not selected: the paper dossiers are filed and stored in archives for **2 (two) years** after which time they are destroyed;
- for recruited applicants: data is kept for a period of **10 (ten) years** as of the termination of employment or as of the last pension payment after which time it is 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 should be addressed to the HRU of the Agency at [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu)

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

## **9. 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 Union and Conditions of employment of other servants of the European Union, to the following e-mail address:

[eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu) or mail address:

**eu-LISA**

**(European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice)**

Vesilennuki 5

10415 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.

## **10. APPLICATION PROCEDURE**

In order for application to be valid and considered eligible, the applicant is required to create an account in eu-LISA e-Recruitment tool, fill in the personal and CV information as well as eligibility and selection criteria checklists.

If you wish to apply for a position at eu-LISA, you must apply to a vacancy via the e-Recruitment tool. eu-LISA does not accept applications submitted by any other means (e.g. email or post), or any speculative applications.

The closing date for submission of applications is: ~~21/05/2019~~ **17/06/2019 at 23:59 EET (Eastern European Time) and 22:59 CET (Central European Time).**

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 received by eu-LISA e-Recruitment tool, applicants will receive an automatic 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.**

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

In case of any queries about the selection process, please contact us via e-mail: [eulisa-RECRUITMENT@eulisa.europa.eu](mailto:eulisa-RECRUITMENT@eulisa.europa.eu).

You will be requested to supply documentary evidence in support of the statements that you make for this application if you are selected for further steps of the selection procedure.

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.