

# CALL FOR AN EXPRESSION OF INTEREST FOR A SECONDED NATIONAL EXPERT

Ref. eu-LISA/24/SNE/1.1

<b>Post:</b>	Policy Expert: Justice and Home Affairs Area
<b>Sector/Unit/Department:</b>	Governance and Stakeholder Management Sector / Business and Stakeholder Relations Unit
<b>Status:</b>	Secoded National Expert (SNE)
<b>Location:</b>	Tallinn, ESTONIA
<b>Starting date:</b>	As soon as possible
<b>Level of Security Clearance:</b>	CONFIDENTIEL UE/EU CONFIDENTIAL <sup>1</sup>
<b>Closing date for applications</b>	31 July 2024 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time) <sup>2</sup>

## 1. INFORMATION ABOUT THE AGENCY

We are eu-LISA, the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice. We are proud to design, develop and operate large-scale information systems at the heart of Schengen, in the area of internal security, border management and judicial cooperation.

<sup>1</sup> Decision of the Agency Management Board, nr 2019-273, setting the Security Rules for Protecting EU Classified Information in eu-LISA

<sup>2</sup> Date of publication: 14/06/2024.

Our core mission is to keep Europe safe through technology, operating IT systems and providing services related to EU Justice and Home affairs policies. We aim to help the EU Citizens feel safe, protected, free, fairly treated and part of a united Europe.

Join us to become part of our organisational culture, an inclusive and diverse people centric environment. We believe in “Together as one, we are making it happen”. We want our people to feel respected, valued and empowered. With a workforce consisting of more than 24 different nationalities, we embrace the international work environment and collaborate with colleagues from diverse backgrounds. It is our policy to provide equal employment opportunities for all applicants regardless of gender, race, disability, age, religion or belief, political views, sexual orientation, marital status or family situation, language, social origin, ethnicity or being part of a national minority.

We believe in creating a positive and enjoyable work environment for our people and we take pride in nurturing a work environment that values and recognises the contributions of our team members. As an organisation, we understand the importance of employee recognition in driving motivation and creating a fulfilling workplace.

Please visit our [website](#) and discover more about eu-LISA's core activities.

## **2. THE BUSINESS AND STAKEHOLDER RELATIONS UNIT**

The Business and Stakeholder Relations Unit (BSU) is composed of the Governance and Stakeholder Management Sector, the Communication Sector and the Business Relations Management Sector. BSU is in charge of supporting and managing relations with the eu-LISA Governance Bodies, Member States, EU Agencies, international institutions, and other external stakeholders and supports the office of the Executive Director.

BSU manages the Secretariat of eu-LISA's Management Board and coordinates the work of the Advisory Groups. These tasks include drafting procedures, decisions, strategies, programmes, and other documents for meetings of the Management Board and Advisory Groups. The Unit is also in charge of relations with the European Institutions and national authorities as well as other EU Agencies such as Frontex, Europol, CEPOL, EUAA, EIGE, Eurojust, Europol, FRA, EIGE and ENISA. In addition, BSU operates as eu-LISA's contact point for two networks: EU Agencies Network (EUAN) and Justice and Home Affairs Agencies Network (JHAAN). Moreover, the Unit manages eu-LISA's public relations, corporate communication and information through a wide range of communication activities supporting the core mandate of eu-LISA.

### 3. THE SECONDMENT

SNEs are seconded to eu-LISA according to the Decision No 2012-025 of the Management Board of eu-LISA as of 28 June 2012.

SNEs should enable eu-LISA to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available.

The SNEs employer shall undertake to continue to pay his/her salary, to maintain his/her administrative status throughout the period of the secondment. The SNEs employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

SNEs shall assist eu-LISA's statutory staff members. They may not perform middle or senior management duties, even when deputising for their immediate superior. Under no circumstances may an SNE on his/her own represent the Agency with a view to entering into commitments, whether financial or otherwise, or negotiating on behalf of eu-LISA.

The SNE shall carry out the duties and conduct his/her tasks solely within the interests of eu-LISA. He/she shall neither seek nor take instruction from any government, authority, organisation nor person outside the Agency. He/she shall carry out the duties assigned objectively, impartially and in keeping with his/her duties of loyalty to the EU.

The initial period of the secondment may not be less than six months nor more than two years. It may be renewed once or more, up to a total period not exceeding four years, at the request of eu-LISA.

Exceptionally, at the request of the concerned Head of Unit and where the interest of the service warrants it, the Executive Director of eu-LISA may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the Permanent Representation of the Member State concerned, the associated country's mission to the EU or the intergovernmental organisation (IGO).

The SNE is entitled, throughout the period of the secondment, to a daily subsistence allowance and a monthly subsistence allowance, applicable to the place of secondment.

The selected applicant will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (CONFIDENTIEL UE/EU CONFIDENTIAL 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, 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 Decision of the Agency Management Board, nr 2019-273, setting the Security Rules for Protecting EU Classified Information in eu-LISA<sup>3</sup>.

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 to be initiated expeditiously. For applicants, who do not hold a security clearance, the procedure will be initiated expeditiously by eu-LISA. Failure to obtain the required security clearance certificate from the National Security Authority during the secondment, will give the right to eu-LISA to terminate the secondment.

#### 4. TASKS AND RESPONSIBILITIES

Reporting to the Head of the Business and Stakeholder Relations Unit (BSU) and under supervision of the Head of Governance and Stakeholder Management Sector, the Policy Expert will be responsible for:

- Providing advice and expertise to the management of the agency in relation to one or more of the IT systems currently managed by eu-LISA, namely the second-generation Schengen Information System, Eurodac and VIS, and to one or more of the IT systems under development (EES, ETIAS, IO, ECRIS-TCN, etc.)
- Providing policy advice or expertise with respect to one or more of the IT systems related to the digitalisation of Justice (e-Codex, JITS CP):
- Managing a big variety of stakeholders, such as EU Agencies, networks of EU Agencies, Member States' authorities, academic institutions and others;
- Providing direct support to the management of the agency (e.g., writing speeches, preparing speaking points, etc)
- Organisation of visits to eu-LISA and relevant communication, coordination and protocol related tasks;
- Supporting eu-LISA's communication team with input to internal and external communication activities as appropriate;
- Participating in the preparation of statutory reports related to the activity of eu-LISA;
- Drafting and presenting policy papers, reports and presentations, participating in external meetings and/or conferences and representing the Agency in external fora, as requested;
- Working closely with eu-LISA Management Board Secretariat to provide advice and administrative support vis-à-vis legislative and policy files of relevance to eu-LISA;
- Collaborating with eu-LISA research, planning and reporting teams as well as technical experts;
- Performing any other tasks in the area of competence, as assigned by the Head of Sector and/or Unit.

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<sup>3</sup> [https://www.eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273\\_EUCI%20rules.pdf](https://www.eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273_EUCI%20rules.pdf)

## 5. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 5.1. Eligibility criteria

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

- to be a national of one of the Member States of the European Union, Norway, Iceland, Liechtenstein or Switzerland and enjoy the full rights as a citizen;
- to be employed by a national, regional or local public administration or an Inter-Governmental Organisation ('IGO');
- to have worked for the employer on a permanent or contractual basis for at least 12 months before the secondment and shall remain in service of the employer throughout the period of secondment;
- to have a thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary for the performance of the duties. SNE from non-member country must produce evidence of a thorough knowledge of one European Union language necessary for the performance of his/her duties.

***Only duly documented professional activity is taken into account. 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 shall be taken into consideration as professional experience if the official documentation is provided.***

### 5.2. Selection criteria

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

#### 5.2.1. **Professional experience and knowledge:**

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

- At least 3 (three) years of work experience in the areas of either law enforcement, justice cooperation, migration or asylum management, and/or border control, preferably obtained in a European national governmental entity or an EU Institution or Agency;
- Excellent written and oral command of English, corresponding to at least C1 level<sup>4</sup>.  
**Working language of eu-LISA is English. Therefore, the ability to communicate in English is an essential requirement.**
- Proven experience in drafting documents/ reports / papers/ presentations and managing stakeholders

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<sup>4</sup> Cf. Language levels of the Common European Framework of reference:  
<http://europa.europa.eu/en/resources/european-language-levels-cefr>

**5.2.2. Besides the following attributes would be advantageous:**

- Experience in matters related to IT systems managed by the Agency/ or foreseen to be managed in the coming years;
- Prior involvement in activities on business / legislative / technical matters related to Justice and Home Affairs area, at national and/or European level.

**5.2.3. Personal qualities**

Attributes especially important to this post include:

- Excellent drafting and communication skills;
- Ability to handle multiple tasks, ability to work independently, capability to organise, plan and deliver high quality work under tight timelines;
- Great analytical and problem-solving skills, ability to think creatively and identify new opportunities, pro-activeness and strong sense of initiative and responsibility;
- Strong interpersonal skills;
- Strong awareness of ethical matters and behavioral responsibilities when working in a publicly-facing organisation, as well as respect to the values of eu-LISA.<sup>5</sup>

## **6. EQUAL OPPORTUNITIES**

eu-LISA applies an equal opportunities policy and accepts applications without distinction on grounds of sex, race, color, 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:***

- Selection Committee designated by the Appointing Authority (eu-LISA`s Executive Director) 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 open call;
- The best-qualified applicants, who obtained the highest number of points, are short-listed for an interview, which may be complemented by a written competency test<sup>6</sup>;
- The interview and written test are conducted in English. In case English is a mother tongue of an applicant, some interview or test questions may be held in language indicated by the applicant on the application form as the 2nd EU language;

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<sup>5</sup> <https://www.eulisa.europa.eu/About-Us/Values>

<sup>6</sup> The Selection Committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate. For remote interviews, the Selection Committee reserves the right to conduct the interview using an online video interviewing tool for synchronous and/or asynchronous (e.g., recorded) interviews.

- During the interview and the written test, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;
- After the interviews and tests, the Selection Committee draws up a non-ranked list of the most suitable candidates to be included on a reserve list for the post and proposes it to the Appointing Authority. The Selection Committee may also propose to the Executive Director the best suitable applicant to be offered secondment for the post;
- The Appointing Authority chooses from the reserve list an applicant to whom to offer the secondment;
- Applicants put on the reserve list may also be used for secondment to a similar post depending on the needs of the eu-LISA and budgetary situation as long as the reserve list is valid;
- The reserve list established for this selection shall be valid **until 31 December 2025** (the validity period may be extended);
- Each applicant invited for an interview will be informed whether or not he/she has been placed on the reserve list. **Applicants should note that inclusion on a reserve list does not guarantee a secondment by eu-LISA.**

**The Selection Committee's work and deliberations are strictly confidential and 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 selection procedure will be performed in English and all communication with applicants will be held in English.**

## **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.

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

The selection procedure is conducted under the responsibility of the eu-LISA's Human Resources Unit (HRU), within the Corporate Services Department. The controller for personal data protection purposes is the Head of HRU.

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

## PUBLIC

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 years after which time they are destroyed;
- for applicants placed on a reserve list but not recruited: data is kept for the period of validity of the reserve list + 1 year after which time it is destroyed;
- for recruited applicants: data is kept for a period of 10 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 can be addressed to HRU at [eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@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. APPLICATION PROCEDURE

In order for application to be valid and considered eligible, the applicant is required to submit:

- eu-LISA standard application form filled in in English and hand-signed (scanned into PDF format);
- proof of the National Administration Authorisation – Form 1A (Employer authorisation for SNE applicant), provided on eu-LISA website;
- a copy of security clearance (if available).

Applications must be sent by the Permanent Representation or a national contact point or by the associated countries competent authority or the administration of IGO to the following e-mail address before the deadline: [eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@eulisa.europa.eu). Please liaise with your Permanent Representation to ensure that your application meets deadline.

The standard application form can be downloaded from eu-LISA website:

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

The closing date for submission of applications is:



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- **31 July 2024 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time).**

The subject of the e-mail should include the **title of the Open Call and Reference No eu-LISA/24/SNE/1.1.**

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

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.

In case of any queries about the selection process, please contact through the e-mail:

[eu-lisa-SNEPOSTING@eu-lisa.europa.eu](mailto:eu-lisa-SNEPOSTING@eu-lisa.europa.eu).