

VACANCY NOTICE

Ref. No: eu-LISA/21/TA/AD7/1.1

Post:	Senior Capability Building Officer - Research & Development
Sector/Unit/Department:	Capability Building Sector/Governance and Capabilities Unit/Corporate Governance Department
Function Group/Grade:	Temporary Agent/AD7/Administrator
Location:	Tallinn, Estonia
Starting date:	asap
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL ¹
Closing date for applications	26 April 2021² 23:59 EEST/22:59 CEST

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 and it's revised Regulation³ 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)⁴, the Schengen Information System (SIS)⁵ and the Visa Information System (VIS)⁶ and.

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

² Date of publication: 24 March 2021

³ 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.

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

⁵ Regulation (EU) 2018/1860 of the European Parliament and of the Council of 28 November 2018 on the use of the Schengen Information System for the return of illegally staying third country nationals, OJ L 312, 7.12.2018. Regulation (EU) 2018/1861 of the European Parliament and of the Council of 28 November 2018 on the establishment, operation and use of the Schengen Information System (SIS) in the field of border checks, and amending the Convention implementing the Schengen Agreement, and amending and repealing Regulation (EC) No 1987/2016, OJ L 312, 7.12.2018. Regulation (EU) 2018/1862 of the European Parliament and of the Council of 28 November 2018 on the establishment, operation and use of the Schengen Information System (SIS) in the field of police cooperation and judicial cooperation in criminal matters, amending and repealing Council Decision 2007/533/JHA, and repealing Regulation (EC) No 1986/2006 of the European Parliament and of the Council and Commission Decision 2010/261/EU, OJ L 312, 7.12.2018.

⁶ 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.

These systems are essential for the normal functioning of the Schengen Area, for the efficient management of its external borders as well as for the implementation of common EU asylum and visa policies. With a view to further improving the management of the external borders, and in particular, to verify compliance with the provisions on the authorised period of stay on the territory of the Member States, the European Entry/Exit System (EES)⁷ is being developed by the Agency. As of 9 October 2018, the Agency is entrusted with the development and operational management of the European Travel Authorization and Information System (ETIAS). As of 11 June 2019, the Agency has also been 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), and the development of interoperability solutions between large-scale IT systems⁸.

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 reporting on the usage and the performance of the IT systems the Agency operates, 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 the eu-LISA website: <https://www.eulisa.europa.eu/>

2. THE GOVERNANCE AND CAPABILITIES UNIT

The Governance and Capabilities Unit (GCU) reports to the Head of the Corporate Governance Department. The Unit comprises three Sectors – Planning and Corporate Affairs Sector, Capability Building Sector and Service and Process Management Sector. The Unit is located both in Tallinn, Estonia and Strasbourg, France.

The portfolio of the Unit is broad and includes a number of strategic and statutory functions required for the daily functioning of the Agency. The Unit is responsible for strategic and operational planning, drafting and coordination of Annual and Multi-Annual Work programs and related corporate reports, and maintenance and evolution of the eu-LISA Service Catalogue. It drafts procedures, decisions, strategies and programmes and other documents that the Executive Director presents to the Governing Bodies of the Agency for adoption. The Unit monitors developments in research and is responsible for the statutory reporting of the Agency.

Additionally, the Unit is responsible for the coordination and delivery of training activities on eu-LISA's systems to Member State experts.

3. DUTIES

⁷ 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.

⁸ Regulation (EU) 2019/818 of the European Parliament and of the Council of 20 May 2019 on establishing a framework for interoperability between EU information systems in the field of police and judicial cooperation, asylum and migration and amending Regulations (EU) 2018/1726, (EU) 2018/1862 and (EU) 2019/816

The Senior Capability Building Officer - Research & Development will work under the supervision of the Head of the Capability Building Sector and report to the Head of the Governance and Capabilities Unit. The successful candidate will be responsible for delivery of tasks set in the area of research and technology monitoring. He/she will be mainly responsible for:

- Implementing and further enhancing the annual research activities and the strategic roadmap of the Agency;
- Coordinating the wider Agency's activities in monitoring technologies, solutions and developments in research in the fields relevant to the mandate of eu-LISA and providing regular advice and reports to support decision-making processes;
- Assessing technology trends against the requirements of system development and evolution, and working with internal stakeholders to make sure that system development roadmaps ensure use of the most appropriate technologies;
- Conducting studies on technical and strategic matters pertaining to the systems managed by the Agency;
- Contributing, in cooperation with the Operations Department and other relevant teams at eu-LISA, to the development and management of IT research initiatives, as well as pilot projects, proofs of concept and development of prototypes in order to integrate research findings or new technologies/approaches into the operational management of large-scale IT systems operated by eu-LISA;
- Supporting the drafting of strategic and operational plans and ensuring accurate reporting of activities in the domains of activity mentioned;
- Coordinating the Agency's efforts aimed at implementing relevant parts of the EU framework programmes for research and innovation;
- Liaising with internal and external relevant stakeholders, including EU institutions, Member States authorities, research institutions and bodies, and private companies relevant to the mandate of the eu-LISA;
- Coordinating content, organisational matters and liaison with stakeholders for the Agency's industry events, workshops, seminars, expert meetings and network cooperation events in the field of Unit activities;
- Providing presentations and representing the Agency in external and internal fora and where appropriate, in training activities delivered by the Agency;
- Undertaking other relevant tasks assigned by the Head of Unit.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. 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:

- 4.1.1. 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.

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.

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.

- 4.1.2. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland⁹ and enjoys his/her full rights as a citizen¹⁰;
- 4.1.3. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
- 4.1.4. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 4.1.5. he/she is physically fit to perform his/her duties¹¹ and
- 4.1.6. 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.

4.2. Selection criteria

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

4.2.1. Professional experience and knowledge

⁹ Appointment of staff from countries associated with the implementation, application and development of the Schengen acquis and with Dublin- and Eurodac-related measures is subject to the conclusion of the arrangements defined in article 42 of eu-LISA regulation.

¹⁰ 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.

¹¹ 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.

- Comprehensive knowledge and recent professional experience in conducting research related to the IT sector (e.g. pilot projects, proofs of concept and prototypes etc.);
- Knowledge and/or preferably professional experience of the EU institutional framework in particular with the processes and procedures associated with the EU's funding of research activities, in this domain;
- Ability to lead international working groups;
- Ability to select the appropriate style, format and language to engage with political and technical audiences;
- Eager to investigate latest IT technological developments to establish understanding of evolving technologies, explore internal and external sources (including e.g. research activities, patents, start-up activities, digital communities) for innovative ideas and opportunities;
- Devises innovative solutions for the provision of new concepts, ideas, products or services. Deploys novel and open thinking to envision opportunities of technological advances to address business/ society needs or research direction;
- Strong drafting and communication skills in English both orally and in writing, at least at level C1¹².

4.2.2. The following attributes would be advantageous

- Awareness of the political and business context in which eu-LISA operates;
- Ability to manage/co-ordinate projects related to research;
- Academic background in IT or equivalent domains.

4.2.3. Personal qualities

- Ability to produce quality results in an efficient and effective way, demonstrating responsibility and accountability for proposals, decisions and actions;
- High degree of analytical skills, with capabilities to synthesise information of various types and build cohesive points of view based on evidence available to ensure the provision of high quality results;
- Ability to develop and maintain positive business relationships in a diverse stakeholder environment facilitating multi-disciplinary team collaboration ensuring that different stakeholder needs and requirements are understood and addressed;
- Excellent organisational skills, maintaining a clear overview of multiple tasks including the ability to prioritise towards deadlines and focussing on key objectives including the ability to work under pressure and tight deadlines in a rapidly evolving environment.

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.

5. INDEPENDENCE AND DECLARATION OF INTEREST

¹² Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.

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:

- A Selection Committee designated by the Appointing Authority ('the Executive Director of eu-LISA') is set up for the selection procedure;
- 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 a combination of certain selection criteria defined in the vacancy notice. Some criteria will be assessed only for invited applicants during interviews and tests. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure;
- The best-qualified applicants, who obtained the highest number of points, are invited for a longlist interview¹³ that may be complemented by a preliminary test;
- The best-qualified applicants from the preliminary phase, who obtained the highest number of points, are invited for a shortlist interview¹⁴, which will be complemented by a written competency test;
- The candidates may be required to prepare a presentation on a topic to be presented during the shortlist interview phase, which would be evaluated as part of the shortlist interview;
- During the shortlist interview phase, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;
- In order to be included in the reserve list, an applicant must receive at least 60% of the maximum points from the evaluation of the shortlist interview and the written test phase;
- The interviews and the written test are conducted in English. In case English is the mother tongue of an applicant, some interview questions or test questions may be asked in the language they indicate on the application form as their 2nd EU language;
- After the interviews and tests, the Selection Committee draws up a non-ranked list of the most suitable candidates to be included in a reserve list for the post and proposes it to the Appointing Authority. The Selection Committee may also

¹³ The selection committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate. For remote interviews, the selection committee reserve the right to conduct the interview using a video-online interviewing platform for synchronous and/or asynchronous (i.e. recorded) interviews.

¹⁴ The selection committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate.

propose to the Appointing Authority the best suitable candidate to be engaged for the post;

- The Appointing Authority chooses from the reserve list an applicant whom to engage for a job;
- The reserve list established for this selection procedure will be valid until **31 December 2024** (the validity period may be extended);
- Applicants placed on the reserve list may be engaged for a job for the same or a similar post depending on the needs of eu-LISA and its budgetary situation, as long as the reserve list is valid;
- Each applicant invited for an interview will be informed by a letter whether or not he/she has been placed on the reserve list. **Applicants should note that inclusion in a reserve list 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.

8. ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The selected applicant will be engaged by the Authority Authorised to Conclude Contracts of employment ('eu-LISA's Executive Director') from the established reserve list.

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 (1 to 3 months).

The successful applicant will be engaged as Temporary Staff, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS)¹⁵. The Temporary Staff post will be placed in Function Group AD, Grade 7 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 (currently EUR 6.251,09 for step 1, and EUR 6.513,76 for step 2¹⁶) weighted by the correction coefficient (for Tallinn, Estonia 82.3 %) and paid in EUR¹⁷.

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 allowance¹⁸.

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.

¹⁵ Working conditions of temporary staff in CEOS:

<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

¹⁶ For the purposes of determining professional experience, the appointing authority shall allow 24 months' additional seniority of step in grade for professional experience equal to or more than the 3 years of professional experience after the degree giving access to the grade.

¹⁷ The correction coefficient is subject to a regular update.

¹⁸ Annex VII of the Staff Regulations:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>. The complete salary table in Article 66 of the Staff Regulations.

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 disease and accident as well as entitled to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

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

The reserve list shall be used for the recruitment and selection for the post in question and/or similar posts depending on the needs of the Agency. The candidate placed on this reserve list may be offered an engagement under the conditions stipulated in Article 3a of the CEOS for Contract staff, and/or may be offered an employment contract of a shorter duration than five (5) years in accordance with the business needs and subject to agreement with the candidate. In this case, the Agency will contact the person in the Reserve List and ask in writing his/her interest in such contractual arrangement.

All selected applicants 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)¹⁹ 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.

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.

9. 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 data²⁰. Please note that eu-LISA will not return applications to the applicants.

¹⁹ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information.

²⁰ 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.

The legal basis for the selection procedures of Temporary Staff (TA 2 f) are defined in the Conditions of Employment of Other Servants of the European Communities²¹.

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'). The controller, in 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 applicants placed on a reserve list but not recruited: data is kept for the period of validity of **the reserve list + 1 (one) year** after which time it is 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 rectification or erasure of their personal data or restriction of processing.

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

Applicants may have recourse at any time to eu-LISA's Data Protection Officer dpo@eulisa.europa.eu and/or the 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 Union and Conditions of employment of other servants of the European Union, to the following 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 (three) 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

²¹ CEOS, in particular the provisions governing conditions of engagement in Title II.

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. e-mail or post), or any speculative applications.

The closing date for submission of applications is: **26 April 2021 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer 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.

In case of any queries about the selection process, please contact us 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 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.