

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

**Ref. No: eu-LISA/17/SNE/1.1**

<b>Post:</b>	<b>Technical Expert for training on the large-scale information systems in the remit of eu-LISA (2 posts)</b>
<b>Sector/Unit/Department:</b>	External Affairs and Capacity Building Sector/General Coordination Unit
<b>Status:</b>	Seconded National Expert (SNE)
<b>Place of secondment:</b>	Tallinn, ESTONIA
<b>Starting date:</b>	as soon as possible
<b>Duration of secondment:</b>	<b>2 years</b> and it may be renewed if it is justified in the interests of eu-LISA
<b>Level of Security Clearance:</b>	<b>SECRET EU/EU SECRET<sup>1</sup></b>
<b>Closing date:</b>	<b>02 May 2017<sup>2</sup> 23:59 EET and 22:59 CET</b>

### 1. THE AGENCY

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”), was established by Regulation (EU) No 1077/2011 of the European Parliament and of the Council dated 25 October 2011<sup>3</sup> (hereinafter referred as “the Regulation”). eu-LISA became operational on 1 December 2012.

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 Liaison Office in Brussels, Belgium.

eu-LISA is responsible for the long-term operational management of Eurodac<sup>4</sup>, the second generation Schengen Information System (SIS II)<sup>5</sup> and the Visa Information System (VIS)<sup>6</sup>. In the future, eu-LISA may also be made responsible for the preparation,

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

<sup>2</sup> Date of publication: 04 April 2017

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

<sup>4</sup> 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.

<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.

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. 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 the adoption of 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, publishing, monitoring and organising specific training on the technical use of the systems, implementing pilot schemes upon the specific and precise request of the Commission and monitoring the research relevant to the operational management of the systems.

## **2. THE GENERAL COORDINATION UNIT**

The General Coordination Unit reports directly to the Executive Director and supports the Executive Director in carrying out his tasks. The Unit comprises three Sectors – Corporate Governance and Planning, External Affairs and Capacity Building as well as External and Internal Communication. The Unit is located in Tallinn, Estonia. The Liaison Office in Brussels also belongs to this Unit.

In order to enable eu-LISA to become a centre of excellence for management and development of large scale IT systems in the field of freedom, justice and security, the General Coordination Unit nurtures expertise and best practices within the organisation and provides an effective governance structure, resources, information tools, procedures and methodologies. It also monitors developments in research relevant to eu-LISA's field.

Furthermore, the Unit provides continuous support and forms the secretariat to the Management Board of eu-LISA and to the work of the Eurodac, SISII and VIS Advisory Groups. It drafts procedures, decisions, strategies and programmes and other documents that the Executive Director presents to the Management Board for adoption. The General Coordination Unit also manages all relations with the Commission, the European Parliament and the Member States as well as with other EU Agencies such as CEPOL, EASO, ENISA, Eurojust, Europol, FRA and Frontex.

The General Coordination Unit is responsible for regularly reporting and for providing statistics to the European Parliament, the Council and the Commission on the use of the IT systems under its management, as foreseen in the establishing Regulation.

The General Coordination Unit is responsible for providing training to national authorities of participating countries on the IT systems managed by eu-LISA, i.e. on the technical use of Eurodac, SIS II and VIS.

This Unit also coordinates eu-LISA's external and internal communication activities. It promotes eu-LISA and the systems that it operates and fulfils the communication requirements laid down in the founding Regulation and, if present, in the legal bases of the IT systems managed by eu-LISA.

The General Coordination Unit also has overall responsibility for handling all legal issues arising within 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 SNE's employer shall undertake to continue to pay his/her salary, to maintain

his/her administrative status throughout the period of the secondment. The SNE's 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 Head of Sector concerned 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.

#### **4. TASKS AND RESPONSIBILITIES**

Reporting to the Head of the General Coordination Unit, **the Technical Expert for training on the large-scale information systems in the remit of eu-LISA** shall be responsible for:

- Sharing knowledge and providing training to the Member States as regards the large-scale information systems in the remit of the eu-LISA;
- Supporting the management of the lifecycle of assessing needs, planning, implementing, monitoring, evaluating and reporting of eu-LISA training portfolio on the Systems managed by the Agency;
- Designing and implementing System related trainings such as face to face courses, workshops, webinars, online activities and similar;
- Effectively liaising with internal and external subject matter experts in setting up and implementing eu-LISA curricula, including design and preparation of educational aids and materials;
- Coordinating with and providing support to eu-LISA stakeholders and partners from JHA Agencies, Members States, European Commission in preparation and delivery of eu-LISA trainings and training related activities;
- Assisting in the process of training needs assessment and identify skills or knowledge gaps of the Member States using the Systems;
- Suggesting appropriate training formats for effective training delivery and exploring new training methods and techniques;
- Maintaining updated training materials, curriculum database and training records;

- Participating in the process of preparation of reports, analyses, briefings and questionnaires on the functioning of the IT systems, managed by the eu-LISA;
- Assisting in drafting strategies, action plans, handbooks and other documents;
- Drafting communication for internal and external purposes relevant to the field;
- Managing large amount of administrative tasks (email exchange, documents and tables editing etc.);
- Performing any other tasks as assigned by the Head of Unit.

## 5. QUALIFICATIONS AND EXPERIENCE REQUIRED

### 5.1 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:

- 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;
- to be a national of one of the Member States of the European Union, Norway, Iceland, Liechtenstein or Switzerland<sup>7</sup> and enjoy the full rights as a citizen<sup>8</sup>;
- to have worked for the employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in service of the employer throughout the period of secondment;
- to be employed by a national, regional or local public administration<sup>9</sup> or an Inter-Governmental Organisation (IGO).

***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

#### 5.2.1. Professional competencies

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

- University degree in an area relevant to the field of Information Technology;
- At least 3 years' full time professional experience of administrative, legal, scientific, technical, advisory or supervisory functions on large scale IT Systems managed by eu-LISA (Systems architecture, functionalities, business);
- Knowledge in training techniques and proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate);
- Proven experience in designing and developing training programs, educational aids and materials;
- Strong communication skills and work experience as a Trainer;

<sup>7</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 37 of the founding Regulation of the Agency.

<sup>8</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>9</sup> The Public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.

- Good knowledge of the Microsoft Office suite of software (Word, Excel, Power Point, Outlook);
- Excellent written and oral command of English, corresponding to at least C1 level<sup>10</sup>;

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

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

- Degree in education or related field;
- Knowledge of instructional design theory and its implementation.

5.2.3. *Personal qualities*

Attributes especially important to this post include:

- Excellent analytical and problem-solving skills;
- Engaging and motivating presentation skills;
- Strong inter-personal and negotiation skills;
- Ability to think creatively;
- High level of capability to organise and plan the work;
- Pro-activeness and ability to handle multiple tasks, when required;
- Accuracy, attention to details and ability to work under pressure;
- Strong sense of initiative and responsibility;
- Strong service-orientation.

## 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 (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 the 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;
- 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 2<sup>nd</sup> EU language ;
- During the interview, the Selection Committee examines the profiles of

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<sup>10</sup> Cf. Language levels of the Common European Framework of reference:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- applicants and scores the applicants 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 and tests, the Selection Committee recommends the most suitable applicants to be included on a reserve list and proposes it to the Executive Director. The Selection Committee may also propose to the Executive Director the best suitable applicant to be engaged for the post;
  - The Appointing Authority chooses from the reserve list an applicant to whom to offer a post;
  - Applicants put on the reserve list may also be used for recruitment to a similar post depending on the needs of the eu-LISA and budgetary situation as long as the reserve list is valid;
  - A reserve list established for this selection shall be valid until **30 April 2020** (the validity period may be extended);
  - Each applicant 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 accepting of an SNE 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 be immediately operational, the recruitment procedure will be performed in English and all communication with applicants will be held in English.**

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

The eu-LISA ensures that applicants' personal data is 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 the eu-LISA will not return applications to applicants.

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 and Training Unit, within the Resources and Administration Department. The controller 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 staff members of the HR staff, to the Selection Committee, and, if necessary, to 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 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 the HR and Training Unit at [eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@eulisa.europa.eu).

Applicants may have recourse at any time to eu-LISA's European 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 English and signed by hand (scanned into the 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.

Applications must be sent by the Permanent Representation 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/SecodedNationalExpert.aspx>

The closing date for submission of applications is: **02 May 2017 at 23:59 EET (Eastern European time) and 22:59 CET (Central European time)**.

The subject of the e-mail should include the reference No of the Call of an Expression: **eu-LISA/17/SNE/1.1**.

Incomplete applications and applications sent to the 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.**

Only applicants selected for the interview will be contacted.

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