

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

Ref. No: eu-LISA/17/SNE/4.1

<b>Post:</b>	<b>Protective Security Expert</b>
<b>Sector/Unit/Department:</b>	Security Unit
<b>Status:</b>	Seconded National Expert (SNE)
<b>Place of secondment:</b>	Tallinn, Estonia
<b>Starting date:</b>	01 April 2018
<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 UE/EU SECRET<sup>1</sup></b>
<b>Closing date:</b>	<b>17 January 2018 at 23:59 EET (Eastern European time) and 22:59 CET (Central European time)<sup>2</sup></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”). 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 to as “the Regulation”). eu-LISA became operational on 01 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, development and operational management of other large-scale IT systems in the area

<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: 22 November 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.

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 sessions on the technical use of the systems, implementing pilot schemes upon specific and precise requests of the Commission and the monitoring the research relevant to the operational management of the systems.

## **2. THE SECURITY UNIT**

The Security Unit is responsible for the governance of all aspects of security in the Agency. This includes the security of the systems which the Agency operates, the environment in which it operates (hereunder the physical security of all Agency premises), the security of all Agency assets, its personnel and relevant stakeholders, as well as the security in outsourced activities.

The responsibilities of the Security Unit are generally organised in a Security and Continuity Management System (SCMS) under three domains: Security Governance and Outreach; Protective Security and Business Continuity Management; Information Security and Assurance.

## **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 and the Head of Unit 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.

**The 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, 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 to be initiated expeditiously. Applicants who does not hold a security clearance, the procedure to be initiated expeditiously by the employer.

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

As part of the Security Unit, the **Protective Security Expert** will support the Agency in the management of the security and continuity management system (SCMS), with particular focus on Protective Security, under the coordination of the Head of the Sector and reporting to the Head of the Unit.

##### Main functions and duties:

#### **1. Physical Security:**

- Ensuring the physical security, health and safety of eu-LISA sites and buildings, in cooperation with other business areas like Operations, Facility Management and Human Resources;
- Supporting in the overall management of the security guards on site;
- Handling physical access requests;
- Ensuring as needed the implementation of the physical security and safety systems and their operation in order to maintain the physical protection of eu-LISA personnel, information and premises;
- Liaising with contractors and suppliers of protective security products and services (including the development of technical specifications, managing procurement procedures and contracts);
- Developing and maintaining evacuation plans and procedures, including establishment and maintenance of fire warden systems;
- Coordinating and assuring the quality of fire drills, training on fire evacuation and safety procedures.

#### **2. Personnel Security:**

- Ensuring personnel assurance processes through clearance and vetting procedures;
- Ensuring that the personnel of eu-LISA, contractors/subcontractors fulfil the security requirements as per specific contract or SLAs in place;
- Performing specific security awareness sessions for eu-LISA personnel, contractors and visitors.

### 3. Other Tasks and duties:

- Supporting the development, implementation, maintenance and reporting of the overall eu-LISA Security and Continuity Management System, covering Business Continuity, Disaster Recovery and Security Management Systems of the Agency;
- Acting as first responder during a security incident or a crisis situation and as focal point for all security related matters;
- Investigating and recommending appropriate corrective actions for security incidents or identified risks;
- Monitoring the implementation of security policies and procedures and all matters pertaining to the safety and security of personnel, premises and assets;
- Facilitating and supporting security audits of eu-LISA by external organisations;
- Preparing periodic reports to the Head of Unit and to the Head of Sector on all domains outlined above;
- Liaising with national Law Enforcement and Security Services Agencies when needed;
- Executing any other relevant tasks assigned by the Head of Unit;
- Being part of an on call duty roster and demonstrating willingness to work during unsocial hours when necessary.

## 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 at least 3 (three) years` experience of administrative, legal, scientific, technical, advisory or supervisory functions;
- 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 to perform his/her duties. An SNE from a non-member country must produce evidence of a thorough knowledge of one European Union language necessary for the performance of the 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 the 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.***

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<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.

***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:

- At least 5 (five) years full time work experience within tasks mentioned above;
- A level of education which corresponds to completed university studies of at least three years attested by a diploma;
- Knowledge of and/or work experience with ISO 27000 (Information Security) family of standards and/or a formal security certification (e.g. ISO 27001 Lead Implementer/Lead Auditor, CISM, etc.);
- Work experience in planning and implementing physical security and safety systems;
- Work experience in applying Risk Management methodologies, tools and processes;
- Work experience in development of protective security policies and procedures;
- Experience in the reporting to the senior management.

**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 will be considered as advantage:*

- Working knowledge of Estonian, corresponding to at least level B2<sup>10</sup>;

### *5.2.3. Personal qualities*

Attributes required for this post include:

- Excellent analytical and problem-solving skills, ability to think creatively, and strong sense of initiative and responsibility;
- Engaging and motivating presentation skills, strong inter-personal and negotiation skills and strong service-orientation
- High level of capability to organise and plan the work, pro-activeness and ability to handle multiple tasks, when required, as well as accuracy and attention to detail and ability to work under pressure.

## **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

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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>

- 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 might 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 interviews, the Selection Committee examines the profiles of 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 draws up a non-ranked list of 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 Executive Director chooses from the reserve list an applicant whom to engage for a job;
- Applicants put on the reserve list may be engaged for this particular job or similar post depending on the needs of eu-LISA and its budgetary situation as long as the reserve list is valid;
- The reserve list established for this selection will be valid until **31 January 2020** (the validity period may be extended);
- 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 on a reserve list does not guarantee an acceptance 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**

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 the Executive Director, Security Officer 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 of personal data 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 should 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 applications to be valid and considered eligible, the applicant is required to submit:

- eu-LISA standard application form filled in English and hand-signed (scanned into PDF format);
- proof of the national administration or Intergovernmental Organisation (IGO) authorisation – Form 1A (Employer authorisation for SNE applicant), found on eu-LISA website.

Applications must be sent by the Permanent Representations or national contact points and by the associated countries competent authorities and the administrations of the IGOs 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 Representations to ensure that your application meets the 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: **17 January 2018 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/4.1**.

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.**

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).