

VACANCY NOTICE

Ref. No: eu-LISA/19/CA/FGIII/9.1

Post:	Data Protection Assistant
Department/Unit/Sector:	Data Protection Officer
Function Group/Grade:	Contract Agent/FGIII
Location:	Strasbourg, France
Starting date:	as soon as possible
Level of Security Clearance:	SECRET UE/EU SECRET ¹
Closing date for applications	26 August 2019² at 23:59 EEST and 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 Justice³ (hereinafter referred to as “eu-LISA” or “Agency”).

The seat of eu-LISA is Tallinn, Estonia. Tasks related to development and operational management of the 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), the second generation Schengen Information System (SIS II) and the Visa Information System (VIS), the development and operational management of the European Entry/Exit System (EES) and European Travel Authorization and Information System (ETIAS). These systems are essential for the normal functioning of the Schengen Area, for the efficient border management of its external borders as well as for the implementation of common EU asylum and visa policies. The Agency has 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-TCN) and with the development of interoperability solutions between large-scale IT systems.

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

² Date of publication: 19/07/2019

³ New eu-LISA establishing regulation: 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.

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.

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

2. DUTIES

The role of the Data Protection Assistant is to ensure under the instructions of the eu-LISA Data Protection Officer (DPO), the lawfulness and compliance of the Agency's Management Board Decision 2013-093, concerning the implementation of the Council Regulation (EC) Regulation (EU) 2018/1725 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 Data Protection Assistant will directly report to eu-LISA's Data Protection Officer (DPO), implementing action plans and putting in place the strategic plans adopted as well as supporting the DPO in all aspects of the work with the European Data Protection Supervisor, the Management of eu-LISA and eu-LISA staff.

The Data Protection Assistant will be responsible for ensuring an independent manner that eu-LISA respects its data protection obligations pursuant to Regulation (EC) No 2018/1725. The Data Protection Assistant will be responsible for:

- Assisting the DPO in assessing data protection compliance of the large-scale systems that eu-LISA is the Management Authority:
 - Eurodac
 - Schengen Information System (SIS II)
 - VIS
 - EES
 - ETIAS
 - Future systems
- Assisting the DPO in assessing data security compliance and assisting in the assessing of data protection compliance of Information and Communication Technology ('ICT') operations of eu-LISA, such as:
 - eu-LISA information Systems;
 - Typical internal Security operation relating to processing of personal data;
 - Typical internal ICT operations, such as relating to personnel and budget/finance;
- Assisting the DPO in drafting and developing and promoting strategies in DPO's policy documents in personal data protection domain;
- Assisting the DPO in the preparation of documents for the Management Committee (MC) and reporting;
- Assisting on the dissemination of good practices and guidelines related to Data Protection and proper handling information for the benefit of all eu-LISA staff;
- Contributing to research and analysis for the DPO on technical issues arising out of data protection;

- Assisting the DPO in the monitoring of the compliance with the data protection implementing rules and regulations;
- Contributing to advising and/or managing any potential or actual personal data breach as defined by legal applicable framework, in consultation with the Data Protection Officer, including preparation of draft reports for management and supervisory authority if required;
- Assisting the DPO in the preparation and of information materials, presentations and information sessions concerning Data Protections issues;
- Assisting in the review of current practices and technology and to work with different units to ensure the right and privacy friendly technology is included in the projects;
- Assisting in translating into requirements the principles of data protection by design and by default when developing new IT systems;
- Assisting the DPO in carrying out Data Protection Impact Assessments on the projects of eu-LISA;
- Monitoring and reporting to DPO on developments which can have impact in the field of data protection at European and global legislation;
- Participating on missions, at working groups and seminars at national, European and international levels when required;
- Assisting the DPO in ensuring that tasks related to the IT change management approval workflow are properly and duly completed;
- Performing any other tasks assigned by the DPO.

3. QUALIFICATIONS AND EXPERIENCE REQUIRED

3.1. Eligibility criteria

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

- 3.1.1. he/she has a level of post-secondary education attested by a diploma,
or
a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of three years following the award of the diploma giving access to this function group;

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

- 3.1.2. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland⁴ and enjoys his/her full rights as a citizen⁵;
- 3.1.3. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
- 3.1.4. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 3.1.5. he/she is physically fit to perform his/her duties⁶ and
- 3.1.6. 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.

3.2. Selection criteria

3.2.1. Professional experience and knowledge

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

- Post-secondary education or preferably university degree in an area relevant to the field of data protection, ideally in the field of Information Technology as a major and complemented with University studies at law,
- Proven professional experience of at least 3 (three) in the areas as stated in the section 2 demonstrating a solid knowledge in IT including the technical security aspect and understanding of IT operations, their specifics and requirements in the remit of the Agency;
- Good drafting and/or proof-reading skills;
- Strong drafting and communication skills in English both orally and in writing, at least at level C1⁷.

3.2.2. The following attributes would be advantageous

- Professional skills acquired in an international and/or multicultural environment;
- Professional familiarity and/or knowledge of the European public administration environment;
- Certification in IT best practices and/or IT security management (ITIL, ISO/IEC 27001 or any other certification of an equivalent level in this domain);

⁴ 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.

⁵ 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.

⁶ 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 82 (3)d of the Conditions of employment of other servants of the European Communities.

⁷ Cf. Language levels of the Common European Framework of reference:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- Relevant certification in data protection according to the professional standards for Data Protection Officers (for example EIPA, IAPP or any other certification of an equivalent level in this domain);
- **3.2.3. Personal qualities**
 - A high level capacity to organise and plan/coordinate the work accurately, and with attention to details including the ability to work under pressure towards tight deadlines, and respond to changes in a rapidly evolving work environment.
 - Ability to develop fresh ideas that provide solutions to all types of workplace challenges.
 - Ability to communicate efficiently and unambiguously in a way that the receiver effectively understands the message.
 - Ability to respect the confidentiality of work issues.

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.

4. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant for the post will be required to make a declaration of commitment to act independently in eu-LISA's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

5. EQUAL OPPORTUNITIES

eu-LISA applies an equal opportunities policy and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. SELECTION PROCEDURE

The selection procedure includes the following steps:

- A Selection Committee designated by the Appointing Authority (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 an interview phase, which will be complemented by a written competency test;
- During the interview phase, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;

- In order to be included on the reserve list, an applicant must receive at least 60% of the maximum points from the evaluation of the interview and the written test phase;
- 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, simultaneously, also propose to the Appointing Authority the best suitable candidate to be engaged for the post;
- The reserve list established for this selection procedure will be valid until 31 December 2022 (the validity period may be extended);
- The Appointing Authority chooses from the established reserve list an applicant whom to engage for a job;
- 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;
- The interview 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;
- Each applicant invited for an interview phase will be informed by 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 engagement.

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

7. 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 Contract Staff, pursuant to Article 3a(b) of the Conditions of Employment of Other Servants of the European Communities (CEOS)⁸. The engagement will be in the Function Group III, grades 8, 9 or 10 depending on the length of professional experience.

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Strasbourg, France 116.7 %) and paid in EUR⁹.

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

⁸ Working conditions of contract staff in CEOS:

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

⁹ The correction coefficient is subject to a regular update.

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 initial daily subsistence allowance¹⁰.

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

Throughout the period of service staff members participate in the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at eu-LISA may be transferred into the EU pension system.

eu-LISA staff members are covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions of Contract Staff, please refer to CEOS: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The initial duration of the contract will be set up to five years depending on the budget availability.

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

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

Applicants who currently hold a valid security clearance shall provide a copy of the security clearance to eu-LISA and specify the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six months, the renewal procedure will be initiated expeditiously.

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

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

8. PROTECTION OF PERSONAL DATA

¹⁰ Annex VII of the Staff Regulations available at the following address: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF> The complete salary table in Article 93 of the CEOS.

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 data¹¹.

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

The legal basis for the selection procedures of Temporary Staff TA 2(a) are defined in the Conditions of Employment of Other Servants of the European Communities¹².

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

The selection procedure is conducted under the responsibility of eu-LISA's Human Resources Unit ('HRU'), within the Corporate Services Department. The controller, in 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 right to rectify personal data. In the case of identification data, applicants can rectify the data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications' submission.

Any substantiated query concerning the processing of his/her personal data should be addressed to the HRU of the Agency at eulisa-RECRUITMENT@eulisa.europa.eu

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).

9. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision, he/she can submit a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, to the following e-mail address:

¹¹ 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.

¹² CEOS, in particular the provisions governing conditions of engagement in Title IV.

eulisa-RECRUITMENT@eulisa.europa.eu or mail address:

eu-LISA

(European 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 submitted 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.

10. APPLICATION PROCEDURE

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

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

The closing date for submission of applications is: **26 August 2019 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time).**

Important: Please indicate in the motivation letter for which profile you apply. The applicant will be assessed against the profile's duties. Irrespective of the applicant's choice, the successful candidate may be assigned to other profile in case of successful recruitment.

Applicants are requested to fill in the standard application form in English that can be downloaded from the eu-LISA website:

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.