

## VACANCY NOTICE

Ref. No: eu-LISA/19/TA/AD9/13.1

<b>Post:</b>	<b>Head of Security Unit</b>
<b>Sector/Unit/Department:</b>	Security Unit/Reporting directly to the Executive Director
<b>Function Group/Grade:</b>	Temporary Agent/AD9/Head of Unit
<b>Location:</b>	Tallinn, Estonia
<b>Starting date:</b>	asap
<b>Level of Security Clearance:</b>	SECRET UE/EU SECRET <sup>1</sup>
<b>Closing date for applications</b>	<b>09 September 2019<sup>2</sup> 23:59 EEST and 22:59 CEST</b>

### 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<sup>3</sup> (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 Authorisation 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. In June 2019, the Agency was also 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 with the development of interoperability solutions between large-scale IT systems.

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.

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<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: 05 August 2019

<sup>3</sup> 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.

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

## **2. THE SECURITY UNIT**

The Security Unit is responsible for end-to end security tasks in the Agency. This includes the security of the systems which the Agency operates, the environment in which eu-LISA operates (hereunder the physical security of all Agency premises), the security of all Agency personnel and assets, as well as security related to outsourced activities.

The responsibilities of the Security Unit are organised in a Security and Continuity Management System (SCMS) split into five macro domains: Governance, Risk and Assurance; Business Continuity Management; Protective Security; Information Security; System Security Management & Operations.

The Unit is located both in Tallinn, Estonia and Strasbourg, France.

## **3. DUTIES**

Head of Security Unit will lead and manage a team consisting of approximately 20 staff members. The Head of Security Unit reports to the Executive Director and will be responsible for:

- Contributing to drafting, implementation, monitoring and reporting on the implementation of eu-LISA Annual Work Programme (Programming Document);
- Implementation of security measures related to the IT systems entrusted to the Agency and to the Agency as a whole;
- Drafting relevant internal security documents such as security plans, policies and procedures, business continuity and disaster recovery plans etc. as well as being responsible for periodical review and monitoring on the implementation thereof;
- Implementing and periodically conducting security risks assessments, security inspections and conducting relevant tests ensuring full compliance with standards, policies, procedures and guidelines of eu-LISA and ensuring alignment of the Unit work with them;
- Developing and implementing the Agency's Security and Continuity Management System, including the eu-LISA business continuity, disaster recovery and security management;
- Managing the physical security, health and safety of eu-LISA personnel, sites, assets and buildings, in cooperation with other business areas like Operations, Facility Management and Human Resources;
- Leading personnel assurance processes through initiating personal security clearance and vetting procedures;
- Being responsible for evacuation plans and procedures, including establishment and maintenance of fire warden systems, including quality of fire drills, training on fire evacuation and safety procedures;
- Defining the Unit's and individual Unit members' objectives;
- Being the main channel for the exchange of information between senior management and the Unit members;
- Managing and supervising the work of the Unit and ensuring the efficient use of human and financial resources allocated to the Unit;

- Liaising with EU Institutions, Agencies, Bodies, International Organisations and other external stakeholders on security matters, as requested;
- Supporting and advising eu-LISA Executive Director, management and other Units on security issues in line with organisational needs;
- Carrying out any other relevant duties requested by the Executive Director.

#### **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.***

4.1.2. by the closing date for applications he/she has acquired **at least twelve (12) years of proven full-time professional experience** relevant to the duties after the award of the qualification certifying the completion of the level studies required as a condition of eligibility as above;

***Only duly documented professional activity is taken into account.***

***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.***

- 4.1.3. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland<sup>4</sup> and enjoys his/her full rights as a citizen<sup>5</sup>;
- 4.1.4. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
- 4.1.5. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 4.1.6. he/she is physically fit to perform his/her duties<sup>6</sup> and
- 4.1.7. 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

- University Degree in an area relevant to the job duties;
- At least 5 (five) years of professional experience in a management position in the security area, or an area of relevance to the aforementioned duties;
- Proven work experience in the field of personnel security, business continuity or disaster recovery management, including the management of non-classified sensitive and classified information;
- In-depth knowledge and expertise in the field of security of property, people and data protection, and knowledge of the EU security regulatory framework;
- Proven practical knowledge of or work experience with ISO27001 and ISO22301;
- Ability to draw up and manage budgets according to the principles laid down in the financial regulations, in a realistic and consistent way;
- Strong drafting and communication skills in English both orally and in writing, at least at level C1<sup>7</sup>.

### 4.2.2. The following attributes would be advantageous

- Familiarity with European public administration and work in European Union or international environment;
- Certification in area of IT and/or information security;

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<sup>4</sup> 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.

<sup>5</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>6</sup> 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.

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

- Drafting and communication skills in French both orally and in writing, at least at the level B2<sup>8</sup>.

#### 4.2.3. *Personal qualities*

- Proven capacity to analyse complex information, to consider options in clear and structured way, to propose and implement recommendations and to make sound decisions;
- Ability to work under pressure and with tight deadlines, to make timely decisions, to reprioritize tasks responding to changes in a rapidly evolving work environment;
- Ability to develop and set up processes and structures across various fields of activities and to manage and supervise changes;
- Excellent problem-solving and conflict-resolution skills.

#### 4.2.4. *Leadership competencies*

- Understands team dynamics and ability to promote team communication and team spirit;
- Ability to take corporate responsibility for managerial decisions;
- Ability to communicate at different levels of organisation and foster exchange of information between different organisational entities;
- Ability to set realistic goals and objectives for his/her team members and to acknowledge successes;
- Ability to present organisation's goals and strategy to the Unit members and to ensure support in implementing them.

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

## 5. 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.

## 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 received 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

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<sup>8</sup> Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

criteria will be assessed only for 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 and will undergo an assessment centre activity, carried out by an external provider;
- During the interview phase, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;
- A non-binding report is produced by the Assessment Centre for each applicant and shared with the Selection Committee. The Selection Committee takes into utmost account the non-binding opinion of the Assessment Centre;
- In order to be considered for inclusion on the reserve list, an applicant must receive at least 60% of the maximum points from the evaluation of the interview 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 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. To this point an additional interview will be arranged with the Executive Director and two members of the management team;
- 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, as well as the Assessment Centre exercise are conducted in English. In case English is the mother tongue of an applicant, some interview questions or test questions will be in the language they indicate on the application 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.**

**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.**

## **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)<sup>9</sup>. The Temporary Staff post will be placed in Function Group AD, Grade 9 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 weighted by the correction coefficient (currently for Tallinn, Estonia 82.2 %) and paid in EUR<sup>10</sup>.

**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 allowance<sup>11</sup>.

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.

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.

**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)<sup>12</sup> 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.

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<sup>9</sup> Working conditions of temporary staff in CEOS:

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

<sup>10</sup> The correction coefficient is subject to a regular update.

<sup>11</sup> Annex VII of the Staff Regulations:

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

<sup>12</sup> Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information.

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 data<sup>13</sup>.

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

The legal basis for the selection procedures of Temporary Staff (TA 2f) are defined in the Conditions of Employment of Other Servants of the European Communities<sup>14</sup>.

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 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](mailto:eulisa-RECRUITMENT@eulisa.europa.eu)

Applicants may have recourse at any time to eu-LISA's Data Protection Officer [dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

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<sup>13</sup> 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.

<sup>14</sup> CEOS, in particular the provisions governing conditions of engagement in Title II.



## 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

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. email or post), or any speculative applications.

The closing date for submission of applications is: **09 September 2019 at 23:59 EEST (Eastern European Time) and 22:59 CEST (Central European 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.**

Due to the large volume of applications, eu-LISA regrets to inform that only applicants selected for further steps of the selection procedure will be contacted.

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