

VACANCY NOTICE

Ref. No: eu-LISA/20/TA/AD7/5.1

Post (business title):	Senior Information Technology Officer - Programme and Project Management
Sector/Unit/Department:	Programme and Project Management Sector/Programme and Project Delivery Unit/Operations Department
Function Group/Grade/Position:	Temporary Agent/AD 7/Administrator
Location:	Strasbourg, France ¹
Starting date:	asap
Level of Security Clearance:	SECRET UE/EU SECRET ²
Closing date for applications	28/05/2020³ 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 Justice (hereinafter referred to as "eu-LISA" or "Agency"). eu-LISA was established in 2011, while the new eu-LISA Regulation⁴ entered into force on 11 December 2018.

The seat of eu-LISA is Tallinn, Estonia. Tasks related to development and operational management of the current and future systems are carried out in Strasbourg, France. eu-LISA also has a backup site in Sankt Johann im Pongau, Austria and a Liaison Office in Brussels, Belgium. eu-LISA is responsible for the long-term operational management of the European Asylum Dactyloscopy Database (Eurodac)⁵, the Schengen Information

¹ The post is located in Strasbourg, France. Based on operational needs, the place of employment may be offered in Tallinn, Estonia.

² EC Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information

³ **Date of publication: 30 April 2020**

⁴ 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.

⁵ Regulation (EU) No 603/2013 of the European Parliament and Council of 26 June 2013.

System (SIS)⁶, the Visa Information System (VIS)⁷ and the European Entry/Exit System (EES)⁸.

These systems are essential for the normal functioning of the Schengen Area, for the efficient management of its external borders as well as for the implementation of common EU asylum and visa policies. As of 9 October 2018, the Agency has been entrusted with the development and operational management of the European Travel Authorization and Information System (ETIAS). 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 the development of interoperability solutions between large-scale IT systems provided that co-legislators adopt the required legal instrument⁹.

The core task of eu-LISA is to ensure the effective, secure and continuous operation of said IT-systems. The Agency is also responsible for taking the necessary measures to ensure the security of the systems and the security of the data therein.

Beyond these operational tasks, eu-LISA is responsible for information and communication management to ensure that the public and interested parties are rapidly given objective, reliable and easily understandable information with regards to its work; 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 European Commission and the monitoring of research relevant for the operational management of the systems.

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

2. THE PROGRAMME AND PROJECT DELIVERY UNIT

The Programme and Project Delivery Unit is responsible for the delivery of all Programmes and Projects for the Operations Department of eu-LISA within set tolerances of scope, time, budget and quality.

In particular, within the Unit, the Programme and Project Management Sector is responsible for:

- Ensuring that approved project and programmes related to large-scale information systems are organized and executed in a consistent manner and within established standards;

⁶ Regulation (EU) 2018/1860 of the European Parliament and of the Council of 28 November 2018 on the use of the Schengen Information System for the return of illegally staying third country nationals, OJ L 312, 7.12.2018. Regulation (EU) 2018/1861 of the European Parliament and of the Council of 28 November 2018 on the establishment, operation and use of the Schengen Information System (SIS) in the field of border checks, and amending the Convention implementing the Schengen Agreement, and amending and repealing Regulation (EC) No 1987/2016, OJ L 312, 7.12.2018. Regulation (EU) 2018/1862 of the European Parliament and of the Council of 28 November 2018 on the on the establishment, operation and use of the Schengen Information System (SIS) in the field of police cooperation and judicial cooperation in criminal matters, amending and repealing Council Decision 2007/533/JHA, and repealing Regulation (EC) No 1986/2006 of the European Parliament and of the Council and Commission Decision 2010/261/EU, OJ L 312, 7.12.2018.

⁷ 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.

⁸ Regulation (EU) 2017/2226 of the European Parliament and of the Council of 30 November 2017 establishing an Entry/Exit System (EES), OJ L 327/20, 9.12.2017. Corrigendum to Regulation (EU) 2017/2225 of the European Parliament and of the Council of 30 November 2017 amending Regulation (EU) 2016/399 as regards the use of the Entry/Exit System (OJ L 327, 9.12.2017), OJ L 312, 7.12.2018.

⁹ COM(2017) 794 final, 2017/0352 (COD) and COM(2017) 793 final, 2017/0351 (COD)

Performing the work involved in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget, time and scope;

- Performing, in cooperation with vendor management sector, the work necessary to procure products, services, or results needed from outside of the organisation, eventually assuming the role of contract manager;
- Performing project quality management;
- Managing interdependent projects organised as a Programme's;
- Controlling individual and aggregated risks and issues;
- Performing the work to ensure timely and appropriate project communication.

The Programme and Project Manager post is intended to complement the Sector in view of the anticipated expansion of the tasks conferred to the Agency.

3. TASKS

As a member of the Programme and Project Management Sector, reporting to the Head of Programme and Project Delivery Unit, **the Senior Information Technology Officer – Programme and Project Management** will manage directly, as well as coordinate activities across, the various programmes and projects for applications and systems used and developed within eu-LISA.

The successful candidate will be responsible for the management and coordination of the teams of eu-LISA programme and project managers as well as those of contracted vendors. This involves maintaining the full oversight on financials, contracting, resource utilisation, interdependency planning, adherence to governance and standards, risk and issue management, correct use and improvement of tooling and reporting across a number of programmes and projects in the Freedom, Security and Justice domain. As the first amongst his or her peers, the candidate should be able to motivate, coach and guide, provide feedback, perform assessments of proper programme and project practices and be able to pinpoint and assess shortcomings and take corrective actions.

On top of the management across programmes, the duties include the daily management of the definition, development, testing, implementation and roll-out of new large-scale operational systems within the domain of Freedom, Security and Justice. The Senior Information Technology Officer – Programme and Project Management is responsible for monitoring the scope, planning, and execution of the programme or projects in order to keep within its pre-defined tolerances of budget, scope, time and quality related, but not limited to *Integration Management, Scope Management, Time Management, Budget Management, Quality Management, Communication and Risk Management, Stakeholder Management and Contract Management*. She/he manages the relationship between technology and business at the programme level.

The Senior **Information Technology Officer - Programme and Project Management** will be responsible for:

- Coordination and management, as the first amongst his/her peers multiple programme and project managers. Ensuring, across a number of programmes and projects: that programme and project managers maintain full oversight and control in terms of contractual obligations (together with the vendor & contract management sector), the financial circuit, governance and reporting, interdependency planning, risk and issue management, compliance with agency standards and proper use and adherence to agency tooling and processes.
- Provide leadership and guidance to programme and project managers on all control related aspects in order to maintain adherence to tolerances set by programme boards.
- Provide coaching and feedback to programme and project managers on work performed and subsequently propose corrective actions based on assessments of best practices as well as agency standards and competency framework.
- Implementing defined governance and tooling across multiple programmes and projects, working closely with the Enterprise Project Management Office (EPMO) to continuously improve standards, processes and tooling support for the programmes and projects run by the agency;
- Planning and executing programmes and projects, ensuring maximum efficiency in resource allocation;
- For specific programmes and projects: monitor and report overall progress, resolving issues and initiating corrective actions, where necessary, and ensuring deliverables remain within its pre-defined tolerances of scope, time, quality and budget related, but not limited to *Integration Management, Scope Management, Time Management, Budget Management, Quality Management, Communication and Risk Management, Stakeholder Management and Contract Management*;
- Implementing defined programme and project governance, reporting regularly to boards, advisory groups and other stakeholders;
- Actively managing the programme and projects risks and issues by preparing mitigation strategies and following up their implementation with the involved stakeholders;
- Managing all contractual aspects of the implementation and monitoring the programme or project financial and procurement procedures in accordance with applicable regulatory frameworks, agency standards and service requirements;

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 6 (six) 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 Switzerland¹⁰ and enjoys his/her full rights as a citizen¹¹;
- 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 duties¹² 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.

¹⁰ 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.

¹¹ 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.

¹² 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.

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

- Proven relevant professional experience of at least eight (8) years in the delivery of complex programmes and projects with multiple stakeholders, possibly in the area of Information Technology;
- Proven expertise in structured programme and project management technologies acquired by professional experience and/or training;
- Proven knowledge of programme and project management methodologies, techniques, and common tools;
- Proven knowledge of EU public financial and procurement/tendering procedures;
- Knowledge of modern ICT architectures, systems, and infrastructure;
- Proven experience in leading of teams of 5 or more people, assessing performance against a competency framework, providing coaching guidance and conflict resolution;
- Strong drafting and presenting skills in English, both orally and in writing, at least at the level C1.

4.2.2 The following attribute would be advantageous:

- University degree in Public Administration, Information Technology, business administration, Digital Management, Digital Transformation or other relevant fields;
- Proven knowledge of ICT product and service markets in terms of trends, drivers and segmentations;
- Certification in one of the prevailing project and/or programme management methodologies (preferably PRINCE2 and/or MSP) will be considered an asset;
- Professional familiarity with the European public administration environment, preferably acquired in an EU Institution or Agency;
- Professional experience in a multicultural environment;
- Awareness of the legislative, political and business context in which eu-LISA operates.

4.2.3. Personal qualities

- Strong oral and written communication and interpersonal skills, ability to communicate efficiently and unambiguously in a way that the receiver effectively understands the message;
- Excellent organisational skills, ability to maintain a clear overview of multiple tasks including the ability to prioritise and remain focused and objective against tight deadlines and pay attention to details;
- Team leading skills and ability to manage processes, to cooperate smoothly and set direction in a multicultural environment with co-operative and service-oriented attitude;
- Facilitative and supportive approach to others, with strong negotiation and conflict resolution skills;

- Taking initiatives in carrying out and improving processes and procedures.

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 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 (screening phase). The information given by the applicant in the selection criteria checklist in their application on the e-Recruitment platform is vital for the screening phase and candidates are requested to support their candidacy with adequate, concise examples from their work, especially if it is not directly addressed in the duties listed in the application under professional experience. Some criteria will be assessed only for short-listed 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 will be invited for preliminary assessment (for example a virtual interview and/or a remote test)¹³.
- 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 test¹⁴;
- During the interview phase, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;

¹³ The selection committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate

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

- 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 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;
- After the interviews and tests, 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 also propose to the Appointing Authority the best suitable candidate to be engaged for the post;
- The Appointing Authority chooses from the reserve list an applicant whom to engage for a job;
- The reserve list established for this selection procedure will be valid until **31 December 2023** (the validity period may be extended);
- Applicants placed on the reserve list may be engaged for a job for the same or a similar post depending on the needs of eu-LISA and its budgetary situation, as long as the reserve list is valid;
- Each applicant invited for an interview will be informed by a letter whether or not he/she has been placed on the reserve list. **Applicants should note that inclusion 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). The Temporary Staff post will be placed in Function Group AD, Grade 7 in the first or second step, depending on the length of professional experience.

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Strasbourg, France 117.7% and Tallinn, Estonia 83.3%) and paid in EUR¹⁵.

¹⁵ The correction coefficient is subject to a regular update.

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. The provisions guiding the calculation of these allowances can be consulted in Annex VII of the Staff Regulations available at the following address:

The complete salary table is available in Article 66 of the Staff Regulations.

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 temporary staff, please refer to CEOS: <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

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.

eu-LISA reserves the right to offer similar employment contracts of a shorter duration than five (5) years in accordance with the business needs of the Agency. In this case, the Agency will contact the person in the Reserve List and ask in writing his/her interest in such contractual arrangement.

All selected applicants will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (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.

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 data¹⁶.

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

The legal basis for the selection procedures of Temporary Staff (TA 2 f) are defined in the Conditions of Employment of Other Servants of the European Communities¹⁷.

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

The selection procedure is conducted under the responsibility of eu-LISA's Human Resources Unit ('HRU'). The controller, in practice, for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by the applicants will be accessible to a strictly limited number of HRU staff members, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the Legal Officer of eu-LISA.

Almost all fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits.

Processing begins on the date of receipt of the application. Our data storage policy is as follows:

- for applications received but not selected: the paper dossiers are filed and stored in archives for **2 (two) years** after which time they are destroyed;
- for applicants placed on a reserve list but not recruited: data is kept for the period of validity of **the reserve list + 1 (one) year** after which time it is destroyed;
- for recruited applicants: data is kept for a period of **10 (ten) years** as of the termination of employment or as of the last pension payment after which time it is destroyed.

All applicants may exercise their right of access to and rectification or erasure of their personal data or restriction of processing. In the case of identification data, applicants can rectify the data at any time during the procedure. In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of applications' submission.

Any substantiated query concerning the processing of his/her personal data should be addressed to the HRU of the Agency at eulisa-RECRUITMENT@eulisa.europa.eu. Applicants may have recourse at any time to eu-LISA's Data Protection Officer dpo@eulisa.europa.eu and/or the European Data Protection Supervisor (edps@edps.europa.eu).

¹⁶ 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.

¹⁷ 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: **28 May 2020 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time).**

Applicants are strongly advised **not to wait until the last day** to submit their applications, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. eu-LISA cannot be held responsible for any delay due to such difficulties.

Once the applications have been received by eu-LISA e-Recruitment tool, applicants will receive an automatic acknowledgement message by e-mail confirming the receipt of the application.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by an applicant is false, the applicant in question will be disqualified.

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.

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.