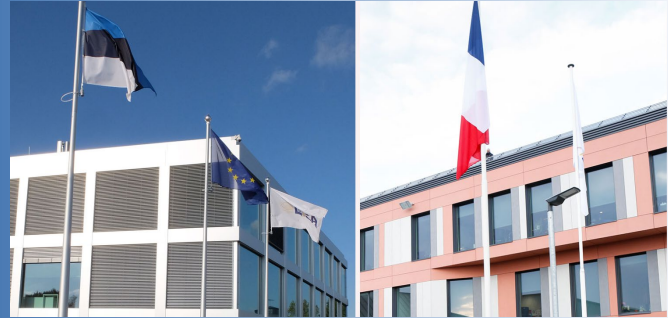


VACANCY NOTICE - TALENT POOL

LEAD IT Solutions Design and Project Management

Ref. eu-LISA/23/AD6/11.1 (external)



Sector, Unit and Department	Various
Contract Duration	Initial contract of 5 years subject to renewal
Function Group/Grade	AD6 (Temporary Staff)
Place of Employment¹	Strasbourg (France) Tallinn (Estonia)
<u>Level of Security Clearance²</u>	CONFIDENTIEL UE/EU CONFIDENTIAL SECRET UE/EU SECRET
Deadline for Application	31 January 2024 ³ 12:59 Tallinn time/ 11:59 Strasbourg time

About the Agency

We are eu-LISA, the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice. Feel free to visit our [website](#) and discover more about eu-LISA's core activities.

Our core mission to keep Europe safe through technology, operating IT systems and providing services related to EU Justice and Home affairs policies. We aim to let the EU Citizens feel safe, protected, free, fairly treated and part of a united Europe.

Join eu-LISA and become part of our organizational culture that is based on making an impact together, an inclusive and diverse human-centric working environment and a fun place to work.

We want our people to feel part of a team, respected, valued and empowered. With a workforce consisting of more than 20 different nationalities, we embrace an international work environment where you can collaborate with colleagues from diverse backgrounds. With regards to our selection procedures, we guarantee equal opportunities and accept 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, or age.

We believe in creating a positive and enjoyable work environment for our people and we take pride in nurturing a work environment that values and recognizes the contributions of our team members. As an organisation, we understand the importance of employee recognition in driving motivation and creating a fulfilling workplace.

¹ Candidates included in the reserve list may be contacted for the same or similar post in another place of employment, depending on eu-LISA's needs and budgetary situation.

² Decision nr 2019-273 of the Management Board on the Security Rules for Protecting EU Classified Information in eu-LISA: https://eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273_EUCI%20rules.pdf

³ Date of publication: 22 December 2023

About the job

eu-LISA aims to establish a talent pool from which to source the best talent. Unleash your potential and thrive in various dynamic roles of **IT leads in the areas of Solutions Design** (profile A), **Systems Architecture** (profile B), **IT Agile Team Lead** (profile C), **IT Project Management** (profile D) and **Product Management** (profile E) working under the supervision of the Head of Sector and reporting to the Head of Unit.

You will support the mandate of eu-LISA and ensure that the Agency achieves its objectives, enhance its reputation, and answer stakeholders' needs.

You will be able to apply to one or multiple role profiles listed below. Your tasks will include a wide range of responsibilities that extend beyond the following list:

Profile A: Solutions Designer

Summary: Proposes and designs solutions in line with technical architecture which fit business requirements and support change.

Main tasks:

- Examine and interpret business requirements
- Establish solution intent
- Align solution with technical architecture
- Identify potential technical design risks
- Supervise the built-in quality
- Operate within the budgetary framework to validate the financial impact of design decisions
- Identify opportunities for innovation
- Plan technology roadmaps

Profile B: Systems Architect

Summary: Designs, integrates and implements complex technical ICT solutions ensuring procedures and models for development are current and comply with common standards. Monitors new technology developments and applies if appropriate. Provides technological design leadership.

Main tasks:

- Specify and implement the architecture of complex ICT solutions
- Lead development and integration of components
- Lead and/or conduct system integration
- Ensure incorporation of security by design
- Analyse technical and business requirements

Profile C: IT Agile Team Leader

Summary: Leads and coaches agile teams. Creates a high performing self-managed dynamic team minimizing impediments to development progress.

Main tasks:

- Help team improve and take responsibility for their actions to deploy agile values, principles and practices
- Support Product Owner in the backlog management
- Apply team-building techniques to improve performances.
- Promote continuous learning and professional development of team members
- Ensure continuous improvement of software quality
- Support team self-defined processes and rules
- Coach teams to adopt agile delivery practices (i.e. Scrum, Kanban)
- Facilitate the adoption of agile collaboration tools (i.e. Kanban boards, whiteboards) and supervises the day-to-day tasks of the squad team members

- Facilitate regular ceremonies, including daily stand-up, cross-team sync, iteration planning, team demo, and retrospective iteration

Profile D: IT Project Manager

Summary: Defines, implements and manages IT projects from conception to final delivery. Responsible for achieving optimal results, conforming to standards for quality, safety and sustainability and complying with defined business case, scope, performance, costs, and schedule.

Main tasks:

- Organize, coordinate and lead the project team
- Manage stakeholders and communication
- Supervise project and contract execution
- Update the project according to changing circumstances
- Comply with budgets and delivery times
- Coordinate, record and ensure quality compliance
- Control individual and aggregated risks and issues
- Prioritise resources allocation
- Align the mission of the project to the vision of the organization

Profile E: Product Owner

Summary: Owns a product from inception to phase-out and meets customer needs and expectations. Has the overall accountability and responsibility that the product meets requirements.

Main tasks:

- Develop and communicate the Product Goal
- Create and communicate the Product Backlog
- Define, prioritise and validate business and technical requirements, as well as contribute to defining final acceptance criteria
- Leads and manages one (or several) products from the inception to the phase-out in order to create customer value and deliver measurable results
- Work across teams to define and suggest improvements to enhance speed and quality
- Cover, together with the respective service owners, the everyday activities for the proper run of the products/services.
- Develops the product roadmap and is responsible for the entire value chain of a product throughout its life cycle.
- Liaises with stakeholders to derive user requirements
- Participation in governing bodies
- Maintains technology roadmap where applicable
- Establish story acceptance criteria
- Performs financial planning linked with the product roadmap
- Delivers products req. doc. to Program/Project teams for implementation
- Defines & manages SLAs

Eligibility and selection criteria

1. Eligibility criteria

To be eligible, you need to meet the following formal criteria, which need to be fulfilled by the deadline for applications:

- You are national of one of the EU Member States or Norway, Iceland, Liechtenstein, or Switzerland⁴ and you enjoy full rights as a citizen⁵;
- You have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years or more⁶
- Level of education which corresponds to completed university studies⁷ attested by a diploma when the normal period of university education is four years or more
or
Level of education which corresponds to completed university studies when the normal period of university education is at least three years attested by a diploma and appropriate professional experience of at least one year;
- At least 3 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;
- You produce the appropriate character requirements for the duties involved;
- You are physically fit to perform your duties⁸;
- You have fulfilled any obligations imposed on you by the laws concerning military service and
- You produce evidence of a thorough knowledge of one of the 24 EU official languages (at a [C1 level](#)) and a satisfactory knowledge of another EU official language (at a B2 level) for the performance of your duties;

2. Selection criteria

The suitability of candidates will be assessed against the following common and individual competencies during different stages of the selection procedure.

Common for all profiles (profile A-profile E):

- University degree related to the duties outlined in the profile(s) that you apply to;
- Ability to perform the duties outlined in the profile(s) that you apply to;
- Agility as well as openness to adopt and drive change;
- Ability to build trust and collaborate as a valued team member;
- Eagerness to develop professionally as well as the ability to learn;
- Inherent ability to take ownership and accountability;
- A strong sense of integrity and transparency;

⁴ Appointment of a candidate 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 the eu-LISA regulation.

⁵ Prior to an appointment, the successful candidate will be asked to provide a certificate of absence of any criminal record issued by the competent authority.

⁶ Only qualifications awarded in an EU Member State or that are subject to an equivalence certificate issued by an authority in a said EU Member State shall be taken into consideration.

⁷ Only qualifications awarded/recognised in an EU Member State shall be taken into consideration. For diplomas in non-EU countries, a NARIC recognition is required. <https://www.enic-naric.net/>. If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s).

⁸ Prior to an appointment, the successful candidate shall be medically examined by a selected medical service in order that the Agency may be satisfied that they fulfil the requirement of Article 82 (3)d of the Conditions of employment of other servants of the European Communities.


- Ability to manage relationships with all stakeholders ensuring that solutions and services are in line with requirements;
- Strong drafting and communication skills in English, both orally and in writing, at least at the level C1.

Candidates should demonstrate their ability to act upon eu-LISA's [values](#) and guiding principles (We get the job done - We take ownership - We are all role models - We act together as one).


What we offer


Competitive salary package composed of a basic salary and various allowances:

- You will receive a competitive salary package tailored to your qualifications. To begin with, the salary is determined by the grade you have applied for, which corresponds to a specific level within the organization's hierarchy. Secondly, the salary is based on your total number of total years of professional experience and adjusted to the cost of living in your place of assignment.
- Depending on your individual and family situation, you may be eligible for various allowances such as expatriation, installation and household allowance, dependent child, or education allowance, ensuring your financial comfort. It is important to note that salaries are exempt from national taxation and subject to a lower tax raised by EU.


 **Additional benefits:** Your health and safety are our priority. We offer a wide range of additional benefits such as health insurance, including sickness and accident insurance, hospitalisation, dental care, and preventive medicine coverage. If you desire, your family members can be covered as well. In addition, we provide a generous EU pension scheme (defined benefit plan) that becomes available after the completion of 10 years of service within EU Institutions/Agencies or upon reaching the pensionable age from the EU


pension scheme, to which both the Agency and you make monthly contributions.

 **Mental Health and Well-being Programme:** Our comprehensive programme prioritises a healthy work-life balance, including amongst other reimbursements for health and fitness activities.

 **Training and Development Opportunities:** We invest in your professional development and personal growth. You will have access to a wide range of training programmes and learning resources.

Flexible Work Arrangements: With our hybrid working arrangements, you can enjoy a healthy balance between teleworking from your place of employment and office presence. Additionally, you can work abroad for several days per year.

 **Generous Holiday Package:** You will receive at least 24 days of annual leave per calendar year, additional leave days may be granted for age and grade, and home leave to travel to your home country, if applicable. Some special leave can be granted for certain circumstances such as marriage, childbirth, etc. On top, you will benefit from an average of 18 eu-LISA holidays, including the Agency's end of the year closure.

 **Education for children:** We offer access to an accredited European School at the location of employment, ensuring educational opportunities for your children.

Application process and next steps

Ready to join us in building a safer Europe? Apply now!

Before submitting your application, you should carefully check whether you meet all eligibility requirements.

Please complete your application form via the e-recruitment platform [here](#). eu-LISA does not accept applications submitted by any other means (e.g., e-mail or post), or any spontaneous applications. You can apply for one or more profiles based on your interests and competencies. Indicate your desired role profile(s) in the professional competencies' criteria. Your application should contain personal details, educational background, professional experience, language proficiency, motivation letter, and responses to pre-screening questions.

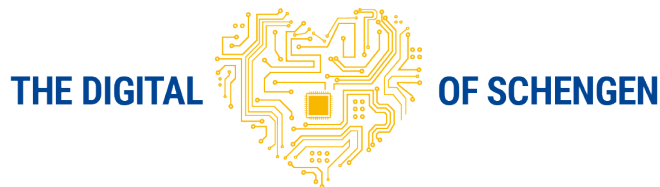
It is in your interest to ensure that your application is accurate, thorough, and truthful. Please be aware that the deadline for submitting your application is **31 January 2024** 12:59 Tallinn time/11:59 Strasbourg time.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by a candidate is false, they will be disqualified.

If a candidate reaches the reserve list stage, they will be requested to supply documentary evidence in support of the statements that they made for this application.

If you encounter any difficulties during the application process or have any further questions, please do not hesitate to reach out to the Talent Acquisition Service. Feel free to send an email to eulisa-RECRUITMENT@eulisa.europa.eu.

Join our diverse team, where you will have the opportunity to grow both professionally and personally while enjoying the journey.



Selection procedure

The selection procedure includes the following steps:

- Candidates are invited to indicate their preferred role profile(s) as part of the Application Form;
- A Selection Committee, designated by the Appointing Authority, is established for the selection procedure;
- Each application is checked to verify whether the candidate meets the eligibility criteria;
- All eligible applications are evaluated by the Selection Committee based on a combination of certain selection criteria defined in the Vacancy Notice;
- The quality of the information provided by the candidate in their application is of utmost importance. Candidates are requested to support their application with adequate, concise examples of their work experience (including traineeships, voluntary work etc), and qualification, especially if not directly addressed in the duties listed in the application under professional experience. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure;
- Once the list of the most qualified candidates is determined, a preliminary assessment may take place (e.g., a pre-recorded video interview and/or a remote written test)⁹ prior to the shortlist phase;
- In the shortlist phase¹⁰ consisting of a shortlist interview which may be complemented by a written test, the Selection Committee scores the candidates in accordance with the selection criteria. Candidates may also be required to prepare a presentation on a topic to be presented during the shortlist phase, which would be evaluated as part of the shortlist interview;
- In order to be included in the reserve list, candidates must receive at least 60% of the maximum scores in the shortlist phase;
- Interviews and written tests are predominantly conducted in English. In case English is the mother tongue of a candidate, interview and/or written test questions may be asked in the language indicated as their 2nd EU language;
- After the shortlist phase, the Selection Committee establishes a non-ranked list of the most qualified candidates to be included in a reserve list and proposes it to the Appointing Authority;
- The Appointing Authority may choose from the reserve list a candidate for the post;
- The reserve list established for this selection procedure will be valid until 31 December 2027 with possibility of extension;
- Candidates included in the reserve list may be engaged for the same or similar post depending on eu-LISA's needs and budgetary situation;
- All shortlisted candidates will be informed whether or not they have been included in the reserve list. Candidates should note that inclusion in a reserve list does not guarantee engagement.

⁹ The Selection Committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate. For remote interviews, the Selection Committee reserves the right to conduct the interview using an online video interviewing tool for synchronous and/or asynchronous (e.g., recorded) interviews.

¹⁰ Same applies as per previous footnote.

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

As English is eu-LISA's working language, the selection procedure will be fully conducted in English.

Engagement and conditions of employment

The selected candidate will be engaged by the Authority Authorised to Conclude Contracts of employment from the established reserve list. For reasons related to eu-LISA's operational requirements, once the candidate receives an engagement offer, they may be required to accept the offer within a short timeframe and be available to start the contract at short notice (1 - 3 months) from the date the Agency receives an opinion on the outcome of the pre-recruitment medical examination.

The successful candidate 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 5, in the first or second step, depending on the length of professional experience.

The remuneration of a staff member consists of a basic salary (currently EUR 5 453.02 for step 1, and EUR 5 682.16 for step 2¹¹) weighed by the correction coefficient¹² (115.6% for Strasbourg, France and 94,1% for Tallinn, Estonia) and paid in EUR¹³.

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. Following a successful renewal, the second renewal will be indefinite.

The reserve list shall be used for the recruitment and selection for the post in question and/or similar posts depending on the needs of the Agency. The candidates included in this reserve list may be offered an engagement under the conditions stipulated in Article 3a of the CEOS for Contract Staff, and/or may be offered an employment contract of a shorter duration than five (5) years in accordance with the business needs and subject to agreement with the candidate. In this case, the Agency will contact the candidate in the reserve list and ask their interest.

All selected candidates will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (CONFIDENTIEL UE/EU CONFIDENTIAL or SECRET UE/EU SECRET level) depending on the specific job profile.

A Personnel Security Clearance Certificate (PSCC) is defined as a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSCC, which shows the level of EU Classified Information (EUCI) to which that individual may be granted access (CONFIDENTIEL UE/EU

¹¹ Working conditions of temporary staff in [CEOS](#)

¹² The correction coefficient is subject to a regular update.

¹³ For the purposes of determining professional experience, the Appointing Authority shall allow 24 months' additional seniority of step in grade for professional experience equal to or more than the 3 years of professional experience after the degree giving access to the grade.

CONFIDENTIAL or SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself.

Candidates who hold a valid security clearance must provide a copy of their security clearance and specify the issuing authority, level and date of expiry. In case the validity of their security clearance expires within six months, the renewal procedure will be initiated expeditiously.

Kindly note that the necessary procedure for obtaining a PSCC can be initiated by request of the employer only, and not by the individual candidate.

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

Independence and declaration of interest

The selected candidate for the post will be required to sign a declaration of commitment to act in eu-LISA's best interest and in relation to interests that might be considered prejudicial to their independence.

Protection of personal data

eu-LISA ensures that candidates' 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 data¹⁴.

The legal basis for the selection procedure of Temporary Staff (TA 2(f)) are defined in the Conditions of Employment of Other Servants of the European Communities¹⁵.

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 candidates will be accessible for a limited number of authorised HRU personnel, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the Legal personnel of eu-LISA.

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

¹⁴ 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.

¹⁵ CEOS, in particular the provisions governing conditions of engagement in Title II.

Processing begins on the date of receipt of the application. eu-LISA's data storage policy is as follows:

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

All candidates 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, candidates 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.

Any substantiated query concerning the processing of the candidate's personal data should be addressed to the eu-LISA's HRU (eulisa-RECRUITMENT@eulisa.europa.eu).

Candidates 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).

Appeal procedure

If a candidate considers that they have been adversely affected by a particular decision, they 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 three (3) months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act adversely affecting them.