

VACANCY NOTICE

Ref. No: eu-LISA/17/CA/FGIII/8.1

Assistant to Internal Audit

Post:	Assistant to Internal Audit
Sector/Unit/Department:	NA
Function Group/Grade:	Contract Agent, FGIII
Location:	Tallinn, Estonia
Starting date:	as soon as possible
Level of Security Clearance:	SECRET UE/EU SECRET ¹
Closing date for applications	27 June 2017² at 23:59 EET and 22:59 CET

1. BACKGROUND

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter referred to as “eu-LISA”). eu-LISA was established by Regulation (EU) No 1077/2011 of the European Parliament and of the Council dated 25 October 2011³ (hereinafter referred to as “the Regulation”). eu-LISA became operational on 1 December 2012.

The seat of eu-LISA is Tallinn, Estonia. Tasks related to development and operational management of the current and future systems are carried out in Strasbourg, France. eu-LISA also has a backup site in Sankt Johann im Pongau, Austria and a Liaison Office in Brussels, Belgium.

eu-LISA is responsible for the long-term operational management of Eurodac⁴, the second generation Schengen Information System (SIS II)⁵ and the Visa Information System (VIS)⁶. In the future, eu-LISA may also be made responsible for the preparation,

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

² Date of publication: 23 May 2017

³ Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011, OJ L 286, 01.11.2011.

⁴ Council Regulation (EC) No 2724/2000 of 11 December 2000 concerning the establishment of ‘EURODAC’ for the comparison of fingerprints for the effective application of the Dublin Convention, OJ L 316, 15.12.2000.

⁵ Regulation (EC) No 1987/2006 of the European Parliament and of the Council of 20 December 2006 on establishment, operation and use of the second generation Schengen Information System (SIS II), OJ L 381, 28.12.2006, and Council Decision 2007/533 JHA of 12 June 2007 on the establishment, operation and use of the second generation Schengen Information System (SIS II), OJ L 205, 7.08.2007.

⁶ 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.

development and operational management of other large-scale IT systems in the area of freedom, security and justice, if so entrusted by means of separate legal instruments. The core task of eu-LISA is to ensure the effective, secure and continuous operation of said IT-systems. The Agency is also responsible for the adoption of necessary measures to ensure the security of the systems and the security of the data therein.

Beyond these operational tasks, eu-LISA is responsible for reporting, publishing, monitoring and organising specific training sessions on the technical use of the systems, implementing pilot schemes upon specific and precise request of the European Commission and the monitoring of research relevant for the operational management of the systems.

2. THE INTERNAL AUDIT CAPABILITY

The Internal Audit Capability (hereinafter `IAC`) is represented by the Internal Auditor, who reports directly to the Executive Director and the Management Board. IAC provides independent, objective assurance and advice designed to add value by bringing a systematic, disciplined approach in order to evaluate and make recommendations for improving the effectiveness of risk management, control and governance processes and procedures. Thereby it promotes a culture of efficient and effective management within the eu-LISA.

3. TASKS AND RESPONSIBILITIES

Reporting to the Internal Auditor, the Assistant will be responsible for:

- Coordination and support in administrative assistance activities;
- Assistance in the development, implementation and revision of policies and procedures;
- Information gathering and analysis;
- Internal and external collaboration and communication;
- Assistance in the development and maintenance of IT databases, systems and tools.

The Assistant will perform the following tasks:

- Participating in planning, monitoring, and reporting of the work of IAC;
- Proofreading, editing and formatting documents related to the work of IAC;
- Organising audit meetings;
- Taking notes during audit meetings, drafting minutes and follow up with action plans;
- Assisting in the development, implementation and revision of Internal Audit Charter and auditing procedures;
- Supporting the design, implementing and following-up action plans and progress reports;
- Assisting in the collection and organization of data within the remit of IAC;
- Performing selected audit procedures;
- Maintaining effective document and record management for IAC;
- Assisting in the development and maintenance of IT databases, systems and tools for IAC;
- Maintaining the Intranet, Extranet, Internet pages for IAC;
- Facilitating effective cooperation with the Internal Audit Service of the European Commission and the European Court of Auditors;
- Collaborating with other units and departments within eu-LISA in support of daily work;
- Replying to internal as well as external queries pertaining to auditing whilst exercising tact, discretion and confidentiality;
- Performing any other tasks in the area of competence, as assigned by the

Internal Auditor.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

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

- 4.1.1. 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 at least three years;

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

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 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.

- 4.1.2. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland⁷ and enjoys the full rights as a citizen⁸;
- 4.1.3. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;
- 4.1.4. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;
- 4.1.5. he/she is physically fit to perform his/her duties⁹ and

⁷ 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.

⁸ 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.

⁹ 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.

- 4.1.6. 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.

For reasons related to the eu-LISA working requirements, be available at short notice for the job.

4.2. Selection criteria

4.2.1. Professional competencies

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

- at least two years of work experience in a similar position in public or private sector;
- excellent drafting abilities and capability to produce minutes of meetings, letters and/or reports;
- very good knowledge of English, both oral and written, at least at the level B2¹⁰;
- good computer skills and ability to use relevant software applications (Outlook, MS Word, MS Excel, Power Point, etc);
- good knowledge of the Financial Regulation of eu-LISA¹¹;
- good knowledge of the Establishing Regulation of eu-LISA¹²;

4.2.2. Besides the following attribute would be advantageous:

- professional experience obtained in in a multicultural environment, preferably in EU institution, agency or international audit firm;
- knowledge of other working languages of the EU.

4.2.3. Personal qualities

Attributes especially important to this post include:

- ability to apply and uphold integrity and confidentiality;
- ability to communicate effectively, orally and in writing;
- ability to prioritise work based on the guidance and objectives set;
- excellent analytical, critical thinking, and problem-solving skills;
- ability to handle multiple tasks, when required;
- ability to cooperate successfully in a multicultural environment and to liaise effectively with internal and external stakeholders.

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 Assistant to Internal Audit** 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.

¹⁰ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹¹ <http://www.eulisa.europa.eu/AboutUs/Finance/Documents/eu-LISA%20Financial%20Regulation.pdf>

¹² <http://www.eulisa.europa.eu/AboutUs/MandateAndActivities/Pages/LegalBasis.aspx>

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 Authority Authorised to Conclude Contracts of employment (hereinafter `eu-LISA Executive Director`) is set up for the selection procedure;
- After registration, each application is checked to verify whether the applicant meets the eligibility criteria;
- All the eligible applications are evaluated and scored by the Selection Committee based on the selection criteria defined in the vacancy notice;
- The best-qualified applicants, who obtained the highest number of points are short-listed for an interview which may be accompanied by a written competency test (max up to 15 applicants);
- The interview and a written test are held in English. In case English is the mother tongue of an applicant, some interview questions or test questions may be held in the language they indicate on the application form as the 2nd EU language;
- During the interviews, the Selection Committee examines the profiles of applicants and assesses their relevancy for the post in question;
- Applicants invited to an interview will be requested to present, on the day of the interview, originals of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, and the workload;
- 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 eu-LISA Executive Director;
- In order to be considered for inclusion on the reserve list, an applicant must receive at least 50% of the maximum points from the evaluation of interview and the test phase;
- The Executive Director chooses from the established reserve list an applicant whom engage for the post. The Selection Committee may also propose to the Executive Director the best suitable applicant to be engaged for the post;
- The reserve list established for this selection procedure shall be valid until **30 June 2020** (the validity period may be extended);
- Applicants put on the reserve list may be engaged 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 or email whether or not he/she has been placed on the reserve list. **Applicants should note that inclusion on a reserve list does not guarantee employment.**

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 **Assistant to Internal Audit** will be engaged by the Authority Authorised to Conclude Contracts of employment (‘eu-LISA Executive Director’) from the established reserve list, depending on operational requirements, upon recommendation of the Selection Committee, following the selection procedure.

For reasons related to eu-LISA’s operational requirements, once the applicant receives the 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 Agent, pursuant to Article 3a(b) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The engagement will be in the Function Group III, grades 8, 9 or 10 depending on the length of previously acquired professional experience.

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Tallinn, Estonia currently 77.6%) and paid in EUR¹³.

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:

<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.

eu-LISA staff members are entitled to annual leave of two working days per each complete calendar month of 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>

¹³ The correction coefficient is subject to a regular update.

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 should the assessment of the business needs justify a prolongation.

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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (12.1.2001, OJ, L 8). Please note that eu-LISA will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

The legal basis for the selection procedures of the Contract Staff is defined in the Conditions of Employment of Other Servants of the European Communities¹⁴.

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 and Training Unit, within the Resources and Administration Department. The controller for personal data protection purposes is the Head of the Human Resources and Training Unit.

The information provided by the applicants will be accessible to a strictly limited number of HR 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.

¹⁴ CEOS, in particular the provisions governing conditions of engagement in Title IV, Chapter 1.

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 years** after which time they are destroyed;
- for applicants placed on a reserve list but not recruited: data is kept for the period of validity of **the reserve list + 1 year** after which time it is destroyed;
- for recruited applicants: data is kept for a period of **10 years** as of the termination of employment or as of the last pension payment after which time it is destroyed.

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

Any substantiated query concerning the processing of his/her personal data should be addressed to the Human Resources and Training Unit 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).

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 Communities and Conditions of employment of other servants of the European Communities, at the following address:

eu-LISA

(European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice)

EU House, Rävåla pst 4

10143 Tallinn

ESTONIA

The complaint must be lodged within 3 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 submit:

- eu-LISA standard application form filled in and hand-signed (scanned into PDF format);
- eu-LISA standard application form completed in electronic form (Word file);
- Eligibility Checklist (see page 10 of this Vacancy Notice) duly completed and hand-signed (scanned into PDF format). In the Eligibility Checklist the applicant verifies his/her compliance with the eligibility criteria for the specific post;
- Selection criteria Check-list (see it in the list of `Related documents` on our webpage) duly completed and hand-signed (scanned into PDF format). In this check-list the applicant explains in his/her opinion on how he/she meets the selection criteria for the specific post;

- Declaration of Conflict of Interest duly completed and hand-signed (scanned into PDF format) in order to identify potential or actual conflict of interest in relation to the position offered, if any (**see page 11 of this Vacancy Notice**).

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

<http://www.eulisa.europa.eu/JobOpportunities/Pages/ContractAgent.aspx>

Applications must be sent to the following e-mail address before the deadline:

eulisa-RECRUITMENT@eulisa.europa.eu

The closing date for submission of applications is: **27 June 2017 at 23:59 EET (Eastern European Time) and 22:59 CET (Central European Time)**.

The subject of the e-mail should include the Reference No eu-LISA/17/CA/FGIII/8.1.

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

Once the applications have been registered, applicants will receive an acknowledgement message by e-mail confirming the receipt of the application.

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

Incomplete applications and applications received by eu-LISA after the deadline **will be disqualified and treated as non-eligible.**

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

In case of any queries about the selection process, please contact 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. Do not, however, send any supporting or supplementary documentation with your application, until you have been asked to do so by eu-LISA. Additionally, do not submit the reference letters or testimonials, unless they have been requested for the sole use of eu-LISA.

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.

eu-LISA/17/CA/FGIII/8.1

Contract Agent –Assistant to Internal Audit

Full name of applicant: (in capitals)	
Application number: (introduced by the eu-LISA)	

ELIGIBILITY CRITERIA

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 at least three years;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland and enjoys the full rights as a citizen;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	he/she is physically fit to perform his/her duties;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I, the applicant, fulfil all the eligibility criteria for the post in question:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

.....
Signature of Applicant (by hand)

Introduced by the eu-LISA:

..... Certified Yes No
Signature correct:

**DECLARATION
OF CONFLICT OF INTEREST¹⁵**

Vacancy Notice Reference Number: **eu-LISA/17/CA/FGIII/8.1**

Position: **Assistant to Internal Audit**

This Declaration serves the purpose of allowing the Executive Director to identify potential or actual conflict of interest in relation to the specific position offered and the appropriate measures to be adopted, if any.

Surname/first name:

Address for correspondence:

Telephone number:

E-mail address:

In your opinion, do you have any personal interest, in particular a family or financial interest, or do you represent any other interests of third parties which would actually or potentially impair your independence in the course of your duties **in the specific position offered** at the eu-LISA and which could lead to an actual or potential conflict of interest relevant to that position?

YES NO

If yes, please detail:

.....
.....
.....

Declaration

I hereby certify that the information provided in this form is correct and complete and that my standard application form is duly updated. I will immediately inform the Executive Director of any change in my situation, or of any new relevant information I may receive which could cause a breach of the Staff Regulations/CEOS. I am aware that any false declaration may result in the cancellation of the recruitment process or, after recruitment, in disciplinary actions.

Signature of the applicant:

Date: .. /.. /....

¹⁵ Pursuant to Articles 11 and 11a of the Staff Regulations and 11 and 81 of the Conditions of Employment of Other Servants (CEOS)