CALL FOR AN EXPRESSION OF INTEREST
FOR A SECONDED NATIONAL EXPERT

Ref. No: eu-LISA/15/SNE/0.1

**Post:** Expert in SIRENE Cooperation

**Unit/Department:** General Coordination Unit

**Status:** Seconded National Expert (‘SNE’)

**Place of secondment:** Tallinn, Estonia

**Starting date:** as soon as possible

**Duration of secondment:** 2 years and it may be renewed if it is justified in the interests of eu-LISA

**Level of Security Clearance:** EU SECRET

**Parent Directorate/General/Service**
DG Home Affairs (BXL)

**Closing date for applications:** Prolonged until 26 October 2015

## 1. THE AGENCY

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter referred to as ‘the eu-LISA’) is established under the Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011 (hereinafter referred as ‘the Regulation’).

The seat of the eu-LISA is Tallinn, Estonia. The tasks related to development and operational management of the current and future systems is carried out in Strasbourg, France. A backup site is installed in Sankt Johann im Pongau, Austria.

The eu-LISA is responsible for the long-term operational management of the second generation Schengen Information System (SIS II), the Visa Information System (VIS)

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European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice
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In the future, it may also be made responsible for the preparation, 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.

Core task of the eu-LISA is to ensure the effective, secure and continuous operation of the IT-systems. It is also responsible for the adoption of the necessary measures to ensure the security of the systems and the security of data.

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

2. THE GENERAL COORDINATION UNIT

The General Coordination Unit reports directly to the Executive Director of the eu-LISA and is supporting the Executive Director in carrying out his tasks.

To advance the eu-LISA towards becoming a centre of excellence for the management and development of large scale IT systems in the field of freedom, justice and security the General Coordination Unit directly coordinates the expertise and best practices within the organisation and puts in place an effective governance, structure, resources, information tools, procedures and methodologies. It also monitors the development in research relevant for the field.

Furthermore, the unit provides continuous support and forms the secretariat to the Management Board of the eu-LISA and to the work of the VIS, SIS and EURODAC Advisory groups. It drafts the procedures, decisions, strategies and programmes and other documents that the Executive Director of the eu-LISA presents to the Management Board for adoption.

The General Coordination Unit is also responsible for the management of the eu-LISA’s relations with the European Commission, Council of the European Union and European Parliament and the Member States as well as with other EU Agencies such as CEPOL, EASO, ENISA, EUROJUST, EUROPOL, FRONTEX, EIGE and FRA.

The General Coordination Unit is responsible for regular reporting and for providing statistics to the European Parliament, the Council and the Commission on the use of the IT systems under its management, as foreseen in the Establishing Regulation of the Agency.

The General Coordination Unit is vested with a mandate for providing training on the IT systems managed by the eu-LISA, i.e. on the technical use of SIS II, VIS and EURODAC to the representatives of national authorities using these systems.

The unit has also overall responsibility for handling all legal issues arising within the eu-LISA and coordinates the eu-LISA’s external communication activities. It promotes the eu-LISA and the systems that it operates and fulfils the communication requirements laid down in the Founding Regulation and the legal bases of the IT systems managed by the eu-LISA. It provides common strategies, and tools.


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guidelines for the eu-LISA’s communication. It also provides and disseminates high quality information, both online and printed, on the key issues for eu-LISA; supports and develops relations with the media. It is also in charge of eu-LISA’s publications and of maintaining, and updating the website of the Agency.

3. THE SECONDMENT

SNE’s are seconded to the eu-LISA according to the Decision No 2012-025 of the Management Board of eu-LISA as of 28 June 2012.

SNE’s should enable eu-LISA to benefit from the high level of their professional knowledge and experience, in particular in areas where such expertise is not readily available.

The SNE’s employer shall undertake to continue to pay his/her salary, to maintain his/her administrative status throughout the period of the secondment. The SNE’s employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

SNE’s shall assist the eu-LISA’s statutory staff members. They may not perform middle or senior management duties, even when deputising for their immediate superior. Under no circumstances may an SNE on his/her own represent the Agency with a view to entering into commitments, whether financial or otherwise, or negotiating on behalf of the eu-LISA.

The SNE shall carry out the duties and conduct his/her tasks solely within the interests of eu-LISA. He/she shall neither seek nor take instruction from any government, authority, organisation nor person outside the Agency. He/she shall carry out the duties assigned objectively, impartially and in keeping with his/her duties of loyalty to the EU.

The initial period of the secondment may not be less than six months nor more than two years. It may be renewed once or more, up to a total period not exceeding four years.

Exceptionally, at the request of the Unit concerned and where the interest of the service warrants it, the Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

The secondment is authorised by the Executive Director and effected by an exchange of letters between the Executive Director and the Permanent Representation of the Member State concerned, the associated country’s mission to the EU or the intergovernmental organisation (IGO).

The SNE is entitled, throughout the period of the secondment, to a daily subsistence allowance and a monthly subsistence allowance, applicable to the place of secondment.

4. TASKS AND RESPONSIBILITIES

Reporting to the Head of the General Coordination Unit, the Expert in SIRENE Cooperation shall be responsible for:
providing advice, expertise and know-how regarding SIRENE offices and assisting eu-LISA in planning, implementing and monitoring the strategic and administrative tasks set to the Agency in the respective field;

• Facilitating the Agency's tasks linked to Data Exchange Between SIRENE (DEBS),

• Providing assistance and coordination to the Agency's tasks linked to the testing of SIS national systems vis-à-vis the SIS central system;

• Sharing knowledge and providing training to the Agency's staff and external stakeholders as regards the functioning of SIS and the SIRENE;

• Liaising with the Member States’ SIRENE offices and the SIS II community,

• Contributing to reports, analyses, briefings and questionnaires,

• Assisting in drafting strategies, action plans, handbooks, and other documents

• Expert contribution to internal and external communication,

• Performing any other tasks in the area of competence, as assigned by the Head of Unit.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

5.1. Eligibility criteria:

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

5.1.1. to have at least 3 years’ full time working experience of administrative, legal, scientific, technical, advisory or supervisory functions within the SIRENE and SIS area;

5.1.2. to have a thorough knowledge of one of the European Union languages and a satisfactory knowledge of another European Union language to the extent necessary to perform his/her duties. SNE from a non-member country must produce evidence of a thorough knowledge of one European Union language necessary for the performance of the duties;

5.1.3. to be a national of one of the Member States of the European Union, Norway, Iceland, Liechtenstein or Switzerland and enjoy the full rights as a citizen;

5.1.4. have worked for the employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in service of the employer throughout the period of secondment;

5.1.5. to be employed by a national, regional or local public administration or an IGO.

Only duly documented professional activity is taken into account.

7 Appointment of staff form 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 The Public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities.
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 shall be taken into consideration as professional experience if the official documentation is provided.

5.2. Selection criteria

5.2.1. Professional competencies
The applicant will be required to demonstrate that he/she has:

• Minimum 3 years’ experience in the relevant areas, including knowledge of the operations of the SIRENE and SIS, awareness of the implementation of Data Exchange Between SIRENE (DEBS), and understanding of the functioning of EU police cooperation;
• at least 5 years work experience in the area of law enforcement and/or border controls;
• excellent written and oral command of English, corresponding to at least C1 level10;

5.2.2. Besides the following attribute would be advantageous:

• General knowledge or technical expertise on the IT systems managed by eu-LISA (SIS II, VIS and Eurodac);
• ability to multi task, work independently and deliver high quality work under tight deadlines;

5.2.3. Personal qualities
Attributes especially important to this post include:

• excellent analytical and problem-solving skills;
• ability to think creatively;
• high level of capability to organise and plan the work;
• pro-activeness and ability to handle multiple tasks when required;
• strong sense of initiative and responsibility;
• strong service-orientation.

6. EQUAL OPPORTUNITIES
The eu-LISA applies an equal opportunities policy and accepts applications without distinction on grounds of sex, race, colour, ethic 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.

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7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- the Selection Committee designated by the 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 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;
- the interview is held in English;
- during the interview, the Selection Committee examines the profiles of applicants and assesses their relevancy for the post in question;
- shortlisted applicants may be required to undergo written competency test and complete part of the process in their second EU language;
- applicants invited to an interview will be requested to present, on the day of the interview, originals of their evidence of their professional experience, clearly indicating the starting and finishing dates, and the workload;
- as a result of the interviews, the Selection Committee recommends the most suitable applicants for the post in question. Suitable applicants are put on the reserve list, which may also be used for recruitment to a similar post depending on the needs of the eu-LISA and budgetary situation, and shall be valid until end 2017 (the validity period may be extended). Each applicant will be informed whether or not he/she has been placed on the reserve list. Applicants should note that inclusion on a reserve list does not guarantee secondment.

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

8. PROTECTION OF PERSONAL DATA

The eu-LISA ensures that applicants' personal data are 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 the eu-LISA will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

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

The selection procedure is conducted under the responsibility of the eu-LISA's Human Resources and Training Unit, under the Resources and Administration Department. The controller for personal data protection purposes is the Head of the HR and Training Unit.

The information provided by the applicants will be accessible to a strictly limited number of staff members of the HR staff, to the Selection Committee, and, if necessary, to 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. 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 they are 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 they are 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 can be addressed to the HR and Training Unit at eulisa-SNEPOSTING@eulisa.europa.eu

In the case of data related to the admissibility criteria, the right of rectification cannot be exercised after the closing date of candidatures' submission. Substantiated requests should be e-mailed to the Human resources and Training Unit at eulisa-RECRUITMENT@eulisa.europa.eu. Applicants may have recourse at any time to eu-LISA’s Data Protection Officer dpo@eulisa.europa.eu or directly to the European Data Protection Supervisor edps@edps.europa.eu.

Applicants may have recourse at any time to Data Protection Officer of eu-LISA dpo@eulisa.europa.eu or the European Data Protection Supervisor (edps@edps.europa.eu).

9. **APPLICATION PROCEDURE**

Applications must be sent by the Permanent Representation to the following e-mail address before the deadline: eulisa-SNEPOSTING@eulisa.europa.eu. Please liaise with your Permanent Representation to ensure that your application meets deadline.

The closing date for submission of applications is: **Prolonged until 26 October 2015**

**22 October 2015**

**28 September 2015 at 23:59 hrs Tallinn time.**

For applications to be valid, applicants shall include the following documents:

- an application form duly signed and completed provided on DG Home website;
- proof of the national administration authorisation – Form 1A (Employer authorisation for SNE applicant);
- a copy of security clearance.

The subject of the e-mail should include the reference of the Call of an Expression.

**Applications delivered in hand will not be accepted.**

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 sent to the eu-LISA after the deadline will be disqualified and treated as non-eligible.

Only applicants selected for the interview will be contacted. In case of any queries about the selection process, please contact through the e-mail: eulisa-SNEPOSTING@eulisa.europa.eu