VACANCY NOTICE – AGENCY’S CONTRACT STAFF
Ref. No: eu-LISA/15/CA/FGIII/4.1

HR Administrative Assistant

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<th>Post:</th>
<th>HR Administrative Assistant</th>
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<td>Unit/Department:</td>
<td>Human Resources and Training Unit/Resources and Administration Department</td>
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<tr>
<td>Function Group/Grade:</td>
<td>FG III</td>
</tr>
<tr>
<td>Location:</td>
<td>Tallinn, Estonia</td>
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<tr>
<td>Starting date:</td>
<td>after 1 January 2016</td>
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<tr>
<td>Level of Security Clearance:</td>
<td>CONFIDENTIEL UE/EU CONFIDENTIAL¹</td>
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<tr>
<td>Parent Directorate-</td>
<td>DG Home Affairs (BXL)</td>
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<td>General/Service</td>
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<td>Closing date for applications</td>
<td>3 July 2015²</td>
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1. THE AGENCY
Applicants are invited for the above mentioned position at 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’), established under the Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011³ (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)⁴, the Visa Information System (VIS)⁵

² Date of publication: 5 June 2015
and EURODAC. 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 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 European Commission and monitoring of research relevant for the operational management of the systems.

2. THE HUMAN RESOURCES AND TRAINING UNIT

The Human Resources and Trainings Unit (HRTU), located in Tallinn, is responsible for designing, implementing and monitoring of the eu-LISA's policy and strategy in the area of human resources management, professional development and training. It recruits personnel, manages personal files and deals with the issues related to staff members' working conditions.

3. TASKS AND RESPONSIBILITIES

The HR Administrative Assistant, as part of HRTU, will provide support and contribute to the correct and effective implementation of HR processes in the areas of recruitment, personnel administration, learning and development and leaves/absences management, in accordance with the EU procedures and regulations and towards the achievement of the eu-LISA objectives.

Reporting to the Head of HRTU, the HR Administrative Assistant shall be responsible for:

- providing administrative support and contributing to the correct implementation of HR processes in staff administration in accordance with the EU Staff Regulations and Conditions of Employment of Other Servants of the European Union (CEOS);
- providing support in preparing, drafting, updating and formatting documents such as reports, notes, letters, overviews, presentations and minutes, co-ordinating and managing document flows;
- co-ordinating the flow of work and related documents in liaison with other staff member and Units involved as well as external institutions;
- responding to queries and requests for information and documentation in writing;
- providing support to HRTU colleagues in the areas of recruitment, personnel administration, payroll administration, learning and development and leaves/absences management;
- contributing to the designing of the HR IT tools and participating in their testing;

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• assisting in the development, drafting, implementation and follow-up of HR policies, implementing rules, procedures and internal guidelines;
• keeping and archiving the HR related documents according to the applicable rules and instructions;
• contributing to the monthly report of HRTU and content production for the meeting with staff and Staff Committee of eu-LISA, entitled an Hour with HR.

The HR Administrative Assistant may be required to contribute in other areas of the work of the eu-LISA, according to needs and priorities of the eu-LISA.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. 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:

4.1.1. to have 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 three years. In this context professional experience is considered to be appropriate if it has been obtained in one of the areas of activity of EU agency/institution/body following the award of the diploma giving access to this function group;

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.

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. Compulsory military service or equivalent civilian service accomplished after the achieving the minimum qualification stated in the 4.1.1. shall be taken into consideration as professional experience if the official documentation is provided.

4.1.2. produce evidence of a thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties;
4.1.3. be a national of one of the Member States of the European Union, Norway, Iceland, Liechtenstein or Switzerland\(^7\) and enjoy the full rights as a citizen\(^8\);
4.1.4. produce the appropriate character references as to the suitability for the performance of the duties;
4.1.5. has fulfilled any obligations imposed on them by the laws concerning military service;
4.1.6. be physically fit to perform the duties\(^9\).

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:

- capacity to maintain effective documents and records;
- proven professional experience in HR administration;
- proven professional experience in the implementation of the EU Staff Regulations and CEOS in the field of HR;
- strong drafting and communication skills in English both orally and in writing, at least at the level C1\(^{10}\);
- very good ICT skills with proficient knowledge of MS Office applications (Excel, Word, PowerPoint) and other software tools in the personnel management field.

4.2.2. Besides the following attribute would be advantageous:

- professional experience in HR area, in particular within an EU agency/institution/body or an international/multicultural environment;
- post graduate degree/professional qualification in the field of HR, administration or related fields;
- knowledge and/or experience with ABAC.

4.2.3. Personal qualities

Attributes especially important to this post include:

- effective organisational skills and ability to handle large volume of work in an efficient and timely manner;
- service-oriented and ability to maintain good interpersonal relations at work;
- highly developed discretion, legality and confidentiality;

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\(^7\) Appointment of staff form countries associated with the implementation, application and development of ethnic 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 fulfills the requirement of Article 82 (3)d of the Conditions of employment of other servants of the European Communities.

developed sense of initiative and problem-solving and negotiation skills;
ability to work methodically and with attention to detail, as well as identify relations between the various aspects of the tasks and processes.

5. **INDEPENDENCE AND DECLARATION OF INTEREST**

The applicants shall complete a **Declaration of Conflict of Interest** considered prejudicial to his/her independence, included on the page 11 of this Vacancy Notice. Upon recruitment a successful applicant will be required to make a Declaration of commitment to act independently in the eu-LISA`s interest.

6. **EQUAL OPPORTUNITIES**

The 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.

**Nationals of countries underrepresented in eu-LISA**: Austria, Croatia, Cyprus, Denmark, Finland, the Netherlands, Ireland, Luxembourg, Slovakia, Slovenia, Sweden and the U.K. are strongly encouraged to apply.

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 tests 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 diploma(s) and 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 will be put on the reserve list, which will be used for the recruitment depending on the needs of the eu-LISA and budgetary situation, and shall be valid until **31 July 2017** (the validity period may be extended). Each applicant 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 the employment.**
Please note that the Selection Committees work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

8. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The HR Administrative Assistant will be appointed by the eu-LISA Executive Director, upon recommendation of the Selection Committee, following the selection procedure and after reviewing his/her Declaration of Conflict of Interest. The successful applicant will be recruited as a Contract Staff, pursuant to Article 3a (b) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The Contracts Staff post in question will be placed in Function Group FGIII in the grades B, 9 or 10 on first step, depending on the duration of the acquired professional experience.

The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Tallinn, Estonia currently 78.6%) and paid in EUR. In addition to the basic salary, staff members may be entitled to various allowances, in particular an expatriation (16% of basic gross salary) or foreign residence allowance (4% of basic gross salary) – depending on particular situation, and family allowances (depending on personal situation) such as: household allowance, dependent child allowance, pre-school allowance and education allowance.

eu-LISA staff members pay an EU tax at a source and deductions are also made for medical insurance, pension and unemployment insurance. Salaries are exempt from national taxes.

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

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. In addition, staff members are entitled to a number of days of leave according to their basic entitlement depending on the grade, age and entitlement to expatriation or foreign residence allowance. Special leave is granted for certain circumstances such as marriage, birth or adoption of a child etc.

The eu-LISA, a knowledge-based organisation, acknowledges the importance of the training provided for its staff. It provides general and technical nature trainings as well as professional development opportunities throughout annual performance appraisal.

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 of 66 years. Pension rights acquired in one or more national schemes before starting to work at the 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

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11 The correction coefficient is subject to a regular update.
disease and accident as well as entitled for 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://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF

The initial duration of the contract is between two to five years including probationary period of nine months, with a possibility of contract renewal after the assessment of the needs of the eu-LISA. The eu-LISA requires selected applicants to sensitive posts to undergo a security screening procedure and obtain a positive national opinion. The level of the latter depends on the specific post. For this one, the required level of clearance is CONFIDENTIEL UE. Applicants who currently hold a valid security clearance at the above-mentioned level shall provide a copy of the security clearance to the 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 shall be initiated expeditiously.

In case selected applicants do not currently hold a valid security clearance at the above-mentioned level, eu-LISA will request one from the National Security Agency of the applicants’ state of nationality. 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

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 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 Contract Staff are defined in the CEOS\textsuperscript{12}.

The purpose of processing personal data is to enable selection procedures. 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 Human Resources 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 Security and/or 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 the merits.

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

\textsuperscript{12} CEOS, in particular the provisions governing conditions of engagement in Title IV, Chapter 3.
- 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 are kept for the period of validity of the reserve list + 1 year after which time they are destroyed;
- for recruited applicants: data are 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 Human Resources and Training Unit at eulisarecruitment@eulisa.europa.eu.

Applicants may have recourse at any time to 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
Rävala 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

Applicants are requested to fill in the standard application form in English that could be downloaded from our website: http://www.eulisa.europa.eu/JobOpportunities/Pages/ContractAgent.aspx

The application shall be accompanied by:
- the Eligibility Checklist (see page 10 of the Vacancy Notice) duly completed and signed by the applicant in hand-writing. In the Eligibility Checklist the applicant verifies his/her compliance with the eligibility criteria for the post in question;
- the Declaration of Conflict of Interest (see page 11 of the Vacancy Notice) duly completed and signed by the applicant in hand-writing in order to identify potential or actual conflict of interest in relation to the position offered, if any.
Applications must be sent to the following e-mail address before the deadline: eulisa-RECRUITMENT@eulisa.europa.eu. All three requested documents mentioned above shall be sent in pdf format as separate documents fully signed. The subject of the e-mail should include the reference No eu-LISA/15/CA/FGIII/4.1
HR Administrative Assistant.

The closing date for submission of applications is: 3 July 2015 at 23:59 hrs Tallinn time.

Applications must be received at eu-LISA by the closing date and time. The receipt of applications after the deadline mentioned above will result in considering them as non-eligible.

Incomplete applications will be disqualified and treated as non-eligible.

Once all 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.

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

In case of any queries about the selection process, please contact through the 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 the eu-LISA. Additionally, do not submit the reference letters or testimonials, unless they have been requested for the sole use of the 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.
Contract Staff/FGIV – HR Administrative Assistant

Full name of applicant (in capitals)

Application number: (introduced by the eu-LISA)

ELIGIBILITY CRITERIA

1. to have 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 three years. In this context professional experience is considered to be appropriate if it has been obtained in one of the areas of activity of EU agency/institution/body following the award of the diploma giving access to this function group; Yes ☐ No ☐

2. produce evidence of a thorough knowledge of one of the languages of the European Union and of a satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties; Yes ☐ No ☐

3. 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; Yes ☐ No ☐

4. produce the appropriate character references as to suitability for the performance of the duties; Yes ☐ No ☐

5. has fulfilled any obligations imposed on them by the laws concerning military service; Yes ☐ No ☐

6. be physically fit to perform the duties. Yes ☐ No ☐

I, as an applicant, fulfil all the eligibility criteria for the post in question: Yes ☐ No ☐

Signature of Applicant

Introduced by the eu-LISA:

Certified correct: ☐ ☐
DECLARATION
OF CONFLICT OF INTEREST

Vacancy Notice Reference Number: eu-LISA/15/CA/FGIII/4.1
Position: HR Administrative Assistant

This Declaration aims at 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 may thus lead to any actual or potential conflict of interest relevant to that position?

YES ☐ NO ☐

If yes, please detail:
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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 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 sanctions.

Signature of the applicant:

Date: ./. ./. . .

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