VACANCY NOTICE
Ref. No: eu-LISA/18/TA/AD9/3.1
Head of Unit (3 posts)

<table>
<thead>
<tr>
<th>Post (Business title):</th>
<th>Head of Unit (3 posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sector/Unit/Department:</td>
<td>Operations Department</td>
</tr>
<tr>
<td>Function Group/Grade/Post title:</td>
<td>Temporary Agent/AD9/Head of Unit</td>
</tr>
<tr>
<td>Location:</td>
<td>Strasbourg, France</td>
</tr>
<tr>
<td>Starting date:</td>
<td>ASAP</td>
</tr>
<tr>
<td>Level of Security Clearance:</td>
<td>SECRET UE/EU SECRET ¹</td>
</tr>
<tr>
<td>Closing date for applications</td>
<td>03 July extended until 07 August 2018² 23:59 EET and 22:59 CET</td>
</tr>
</tbody>
</table>

1. INFORMATION ABOUT THE AGENCY

Applicants are invited to apply for the above-mentioned posts 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 “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 is 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 will be 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.

---

¹EC Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information
²Date of publication: 04 June 2018
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 requests of the European Commission and the monitoring of research relevant for the operational management of the systems.

2. THE OPERATIONS DEPARTMENT

The Operations Department carries out the core tasks of eu-LISA, namely managing the operations of the IT systems and carrying out all the tasks necessary to keep the systems functioning 24 hours a day and seven days a week. It manages the operation of the Central SIS II, Central VIS and national interfaces and the Central system of Eurodac and is in charge of the maintenance and technical development, necessary to ensure the proper functioning of these systems and their operational quality. Furthermore, it is responsible for the overall security of the systems.

Currently the Operations Department in Strasbourg has around 100 (one hundred) staff members distributed across two units. In the future, the staff count in the Operations Department will increase with 140+ additional staff members, increasing overall staff count in the department beyond 250+ staff members. To address the challenges related hereto and to establish a future-proof organisation of core operations of the Agency, major changes in the Operations Department have been considered necessary, including the establishment of three new units.

This new organisational structure of the Operations Department aims at achieving the following benefits:

- New organisational structure follows ‘Plan-Build-Run’ model, which is an industry recognized standard for IT operations management;
- Organisational structure is agnostic towards systems managed by the Agency;
- Distribution of staff across the department is more steady thus enabling better manageability and efficiency;
- Functions are grouped on the basis of the processes they are involved into;
- Functions that are non-existing today are established;
- More clear interfaces are established with other parts of the organisation.

The new organisational structure of the Operations Department distributes the staff into five Units, namely Planning and Standards, Test and Build, Application Management, Infrastructure Management and Service Desk. The Department and its Units are located in Strasbourg, France.

3. TASKS AND RESPONSIBILITIES

Heads of Unit will lead and manage a team consisting of around 25 - 35 staff members. A Head of Unit in the Operations Department will report directly to the Head of Operations Department.

Depending on the Unit to which the selected candidate will be assigned, the duties may include the following tasks:

- Supervising the development, management, maintenance and/or operations of large-scale IT systems and high-availability IT-applications;
- Providing day-to-day leadership and oversight of the Unit to ensure a timely
delivery of its tasks and objectives;

- Supporting the day-to-day work of the Agency, by ensuring the delivery of the tasks and objectives of the Unit;
- Contributing to building and safeguarding the Agency’s reputation, developing internal and external trust in the Agency;
- Supporting the Head of the Department in the implementation of his/her duties;
- Enabling the efficient management of eu-LISA by being an active contributor to the Management Team and to collective work to achieve the Agency’s strategic objectives;
- Contributing to the maintenance and evolution of governance standards and practices in the Agency;
- Ensuring timely planning, delivery, and oversight of the Unit’s work in line with the eu-LISA long-term strategy, planning and other documents foreseen as part of the planning and reporting cycle within the Agency’s corporate governance structure;
- Contributing to drafting, implementing and reporting on the implementation of eu-LISA’s Annual Work Programme (Programming Document), eu-LISA’s strategy, annual budget and other relevant strategic and operational documents;
- Implementing and periodically contributing to reviews of the Agency’s strategy, policies and procedures as well as ensuring alignment of the Unit’s work to them;
- Defining the Unit’s annual work plan and ensuring its implementation and reporting there on;
- Coordinating work within the Unit and with other Units as well as representing the Unit in the Management Committee and other internal bodies;
- Managing the staff of the Unit so as to maximise their capacities, thereby delivering the work of the Unit in an efficient manner and in line with the Staff Regulations and eu-LISA’s Code of Conduct;
- Ensuring that staff receive the necessary training to develop their potential and use delegation and empowerment to provide development opportunities and to plan their career progress;
- Managing and supervising the work of the Unit and ensuring the efficient use of available human, financial and other resources;
- Developing the competences and skills of the Unit’s staff in line with the Agency’s competency framework model and ensure the continuous assessment of their performance;
- Ensuring continuous compliance with applicable law, internal policies and standards in the execution of the tasks of the Unit;
- Representing the Agency vis-à-vis stakeholders as requested by the Head of Department, on matters related to the portfolio of the Unit;
- Acting as Budget line owner, Verifier and Delegated Authorising Officer for all budget lines related to the services allocated to the respective Unit to ensure that financial resources are spent in an efficient way and in line with the requirements of the Financial Regulation;
- Managing the preparation and implementation of contracts with external service providers and suppliers in close cooperation with the Procurement Sector;
- Contributing to and supervising the preparation of technical specifications for
calls for tenders;

- Carrying out other relevant tasks assigned by the Head of the Operations Department.

4. QUALIFICATIONS AND EXPERIENCE REQUIRED

4.1. Eligibility criteria

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

4.1.1. he/she has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,

or

a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;

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

4.1.2. by the closing date for applications he/she has acquired at least twelve (12) years of proven full-time professional experience relevant to the duties after the award of the qualification certifying the completion of the study levels required as a condition of eligibility listed above;

Only duly documented professional activity will be taken into account.

ANY GIVEN PERIOD MAY BE COUNTED ONLY ONCE (in order to be calculated as eligible, years of studies or professional experience 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 time spent on the latter will not be added to the period).

In case of part-time work, the professional experience will be calculated pro-rata in line with the workload stated by the applicant.

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

Free-lance or self-employed applicants must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.
4.1.3. he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland\(^7\) and enjoys his/her full rights as a citizen\(^8\);

4.1.4. he/she has fulfilled any obligations imposed on him/her by the laws concerning military service;

4.1.5. he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties;

4.1.6. he/she is physically fit to perform his/her duties\(^9\) and

4.1.7. he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties.

4.2. Selection criteria

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed only for short-listed applicants during interviews and tests.

4.2.1. Professional competencies

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

- A University Degree in Public Administration, IT or any of the areas relevant to the tasks described in Article 3 above and the portfolio of the Unit;

- Proven professional experience of at least five (5) years in the field of IT, preferably working with/within an International Organisation (such as NATO, OSCE or the UN), the European Institutions, Agencies or Bodies or a related service within the National Administration of an EU Member State;

- Proven experience in planning, reporting and management of IT operations and/or standards and processes;

- Proven experience and the ability to analyse, define, develop and implement Work Programmes, Work Plans and other strategic and/or operational documents for an international organisation;

- Proven experience in management principles, in particular strategic planning, prioritization, project management, allocation and management of resources as well as sound financial management;

- Proven ability to guide and motivate staff in a multicultural environment, covering diverse fields of activity;

---

\(^7\) 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 12 (2) d of the Conditions of employment of other servants of the European Communities.
• Proven professional experience in supervising staff responsible for contract management, especially IT service contracts and vendor management;
• Proven experience with quality and change management;
• Knowledge of EU policies in the area of Justice and Home Affairs and an awareness of the mission and tasks of the Agency;
• Proven capacity to analyse complex information, to consider options in a clear and structured way, to propose and implement recommendations and to make sound decisions;
• Strong drafting and communication skills in English both orally and in writing, at least at level C1\textsuperscript{10}.

The working language of eu-LISA is English. Therefore, the ability to communicate in English is an essential requirement.

4.2.2. Further, the following attributes would be advantageous:
• Previous management experience within an international and multicultural environment, preferably in the European Institution, an Agency or other EU Body;
• Proven experience in management and supervision of development and implementation of system evolution roadmaps, architectural standards, vendor and stakeholders management, service management;
• Proven experience and demonstrated practice of financial and resources management within European public administration;
• Proven experience in management and coordination of software tests and release management;
• Proven experience in management and coordination of Service Desk operations in complex environments;
• Proven experience in developing operational processes for new organisations and in introducing innovation;
• Proven professional experience in managing, coordinating and supervising the activities of several teams, services or projects.

4.2.3. Personal qualities

Attributes important to this post include:
• Excellent organisational skills and sense of innovation;
• Respect for rules and procedures and conducting oneself within the principles of fairness, objectivity and equal treatment as well as respecting, valuing and recognising collective and individual contributions and accomplishments;
• Being responsible and accountable for proposals, decisions and actions; striving for continuous personal and professional improvement; developing, identifying and realising opportunities for innovation;

\textsuperscript{10} Cf. Language levels of the Common European Framework of reference: \url{http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr}
- Striving to deliver quality and making the most effective use of available resources as well as demonstrating an open and accessible approach, courtesy and impartiality;
- Ability to build productive and cooperative working relationships with hierarchy, other Units and colleagues;
- Ability to work under pressure and with tight deadlines, to make timely decisions, to reprioritize tasks responding to changes in a rapidly evolving work environment;
- Excellent analytical capabilities, problem-solving and conflict-resolution skills.

4.2.4. **Leadership competencies**

The leadership competencies listed below are part of the selection criteria for managerial posts. They will be assessed together with the professional competencies and personal qualities listed above in Articles 4.2.1., 4.2.2. and 4.2.3. via Assessment Centre activities carried out by an external provider.

**STRATEGIC FOCUS**

Candidates should have a clear view of the strategy and how to support its execution at the level of his/her team. This includes ensuring that all team members understand the strategy and, in turn, understand how they can help execute it.

**STAKEHOLDER MANAGEMENT**

Candidates should have the ability to identify internal and external stakeholders for each topic and understands their needs. He/She collects stakeholder feedback, manages their expectations and tries to find solutions acceptable by the relevant stakeholders within the foreseen timeframes.

**COLLECTIVE LEADERSHIP**

Candidates should behave as part of a cohesive management team to achieve eu-LISA's organisational objectives. He/She takes corporate responsibility for managerial decisions in line with the overall realisation of the Agency's strategic objectives. Communicating internally periodically and consulting with the eu-LISA management team when required are part of the job. He/She reinforces an approach of collaboration for shared success and discourages teams from working in silos.

**CONSISTENT DECISION MAKING**

Candidates should possess the ability to make rationalised decisions and lead an effective decision-making process. This includes the ability to understand when to make a decision and when to first consult with employees, peers or supervisors. He/She is able to effectively assess risks associated to specified decisions and demonstrates managerial courage to take decisions based upon imperfect information and to assume responsibility for said decisions. This also includes having a consistent approach towards similar problems, unless a changing environment or new information forces re-adaptation.

**COMMUNICATING CLEAR EXPECTATIONS**

Candidates should communicate clearly and often with staff, ensuring that they know what is expected of them and give them a clear view of the timeline for completing their tasks.
EMPOWER PEOPLE

Candidates should have the ability to present challenges to staff and then let them solve these challenges independently within pre-specified boundaries. This entails openness to new ideas and focusing on the results that these ideas bring in an objective manner.

BUILDING COHESIVE TEAMS

Candidates should understand team dynamics, be able to leverage the strengths of each team member whilst promoting team communication and foster team spirit. He/She puts the team’s objectives before those of its individuals.

PERFORMANCE MANAGEMENT

Candidates should possess the ability to motivate members of the team by helping them set realistic goals for themselves and by providing support and periodical constructive feedback. He/She makes sure that successes are acknowledged and enables team members to achieve their maximum potential.

VISION AND ENGAGEMENT

Candidates should have the ability to create a compelling and unified vision in order to foster engagement in others.

5. INDEPENDENCE AND DECLARATION OF INTEREST

The selected applicant for the post will be required to make a declaration of commitment to act independently in eu-LISA’s interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

6. EQUAL OPPORTUNITIES

eu-LISA applies an equal opportunities policy and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

7. SELECTION PROCEDURE

The selection procedure includes the following steps:

- A Selection Committee designated by the Appointing Authority (‘the Executive Director of eu-LISA’) is set up for the selection procedure;
- 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 a combination of certain selection criteria defined in the vacancy notice. Some criteria will be assessed only for short-listed applicants during interviews and tests. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more steps of the selection procedure;
- The best-qualified applicants, who obtained the highest number of points, are short-listed for an interview, which will be complemented by a written competency test;
- During the interview phase, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria. Out of this group only the top scored candidates, which are considered on a preliminary basis by the Selection Committee for being placed on the reserve
list, will undergo the Assessment Centre activities, carried out by an external provider;

- 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 the interview and the written test phase;
- A non-binding report is produced by the Assessment Centre for each applicant, which performed the Assessment Centre activities, and shared with the Selection Committee. The Selection Committee takes into utmost account the non-binding opinion of the Assessment Centre;
- The Selection Committee draws up a non-ranked list of the most suitable candidates to be included on a reserve list for the post and proposes it to the Appointing Authority. The Selection Committee may, simultaneously, also propose to the Appointing Authority the best suitable candidate to be engaged for the post;
- The reserve list established for this selection procedure will be valid until 31 July 2021 (the validity period may be extended);
- The Appointing Authority chooses from the established reserve list an applicant whom to engage for a job;
- Applicants placed on the reserve list may be engaged for a job for the same or a similar post depending on the needs of eu-LISA and its budgetary situation, as long as the reserve list is valid;
- The interview and the written test, as well as Assessment Centre activities, are conducted in English. In case English is the mother tongue of an applicant, some interview questions or test questions will be in the language they indicate on the application form as their 2nd EU language;
- Each applicant invited for an interview phase will be informed by letter whether or not he/she has been placed on the reserve list. Applicants should note that inclusion on a reserve list does not guarantee engagement.

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

Because English is the working language of eu-LISA and because the successful applicant will be requested to immediately be operational, the recruitment procedure will be performed in English and all communication with applicants will be held in English.

8. ENGAGEMENT AND CONDITIONS OF EMPLOYMENT

The selected applicant will be engaged by the Authority Authorised to Conclude Contracts of employment (‘eu-LISA’s Executive Director’) from the established reserve list.

For reasons related to eu-LISA’s operational requirements, once the applicant receives an engagement offer, he/she may be required to confirm their acceptance of the offer in a short time, and be available to start the contract at short notice (1 to 3 months).

The successful applicant will be engaged as Temporary Staff, pursuant to Article 2(f) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The Temporary Staff post will be placed in Function Group AD, Grade 9 in the first or second step, depending on the length of professional experience.
The pay of staff members consists of a basic salary in EUR weighted by the correction coefficient (for Strasbourg, France 114.8%) and paid in EUR. 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 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 the service. There are on average 19 Public Holidays per year.

Throughout the period of service staff members participate in the EU pension scheme. The pension is granted after completing a minimum of 10 years' service and reaching the pensionable age. Pension rights acquired in one or more national schemes before starting to work at eu-LISA may be transferred into the EU pension system.

eu-LISA staff members are covered 24/7 and worldwide by the Joint Sickness Insurance Scheme (JSIS). Staff is insured against sickness, the risk of occupational disease and accident as well as entitled to a monthly unemployment allowance, the right to receive payment of invalidity allowance and travel insurance.

For further information on working conditions of temporary staff, please refer to CEOS: http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF

The initial duration of the contract is five years including a probationary period of nine months, with the possibility of contract renewal for another period not exceeding five years. Second renewal would be indefinite.

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.

11 The correction coefficient is subject to a regular update.
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.

The legal basis for the selection procedures of Temporary Staff (TA 2 f) are defined in the Conditions of Employment of Other Servants of the European Communities. 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, in practice, 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 HRTU staff members, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the Legal Officer of eu-LISA. Almost all fields in the application form are mandatory; the answers provided by the applicants in the fields marked as optional will not be taken into account to assess their merits.

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

- for applications received, but not selected: the paper dossiers are filed and stored in archives for 2 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 HRTU 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).

---

12 CEOS, in particular the provisions governing conditions of engagement in Title II.
10. APPEAL PROCEDURE

If an applicant considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union and Conditions of employment of other servants of the European Union, to the following address:

eu-LISA
European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice
Vesilennuki 5
10415 Tallinn
Estonia

The complaint must be lodged within 3 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);
- Eligibility Checklist (see page 14 of this Vacancy Notice) duly completed and hand-signed (scanned into PDF format). In this Checklist the applicant verifies his/her compliance with the eligibility criteria for the specific post;
- Selection criteria Checklist (find in the list of `Related documents` on eu-LISA’s webpage) duly completed and hand-signed (scanned into PDF format). In this Checklist 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 15 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/TemporaryAgent.aspx

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

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: 03 July extended until 07 August 2018 at 23:59 EET (Eastern European Time) and 22:59 CET (Central European Time).

The subject of the e-mail should include the Title of the post and Reference No eu-LISA/18/TA/AD9/3.1.

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.

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

In case of any queries about the selection process, please contact via e-mail: eulisa-RECRUITMENT@eulisa.europa.eu.

Applicants invited to an interview phase will be requested to supply documentary evidence in support of the statements that are made in the application, namely present originals or certified copies of diploma(s) and evidence of professional experience, clearly indicating the starting and finishing dates, and the workload.

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 phase may take up to several months.
### ELIGIBILITY CRITERIA

1. **he/she has a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or**
   - a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years

2. **by the closing date for applications he/she has acquired at least twelve (12) years of proven full-time professional experience relevant to the duties after the award of the qualification certifying the completion of the study levels required as a condition of eligibility**

3. **he/she is a national of one of the Member States of the Union, Norway, Iceland, Liechtenstein or Switzerland and enjoys his/her full rights as a citizen**

4. **he/she has fulfilled any obligations imposed on him/her by the laws concerning military service**

5. **he/she produces the appropriate character references as to his/her suitability for the performance of his/her duties**

6. **he/she is physically fit to perform his/her duties**

7. **he/she produces evidence of a thorough knowledge of one of the languages of the Union and of a satisfactory knowledge of another language of the Union to the extent necessary for the performance of his/her duties**

---

I, the applicant, fulfil all the eligibility criteria for the post in question:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

---

**Signature of the Applicant:**

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

**Signature (hand-written)**

**Introduced by eu-LISA:**

Certified correct:  Yes ☐  No ☐

---

13 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.

14 Before the appointment, the successful applicant shall be medically examined by a selected medical service in order that the Agency may be satisfied that he/she fulfils the requirement of Article 12 (2)(d) of the Conditions of employment of other servants of the European Communities.
DECLARATION
OF ABSENCE OF CONFLICT OF INTEREST

Vacancy Notice Reference Number: eu-LISA/18/TA/AD9/3.1

Position: Head of Unit

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 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 eu-LISA 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 withdrawal of the job offer or, after recruitment, in disciplinary actions (including a decision of non-confirmation of the probationary period).

Signature of the applicant:

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

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