

OPEN CALL – AGENCY’S INTERNSHIP**Internship No: eu-LISA/16/INT/DPO/3.1**

Sector/Unit/Department:	Data Protection Office
Location:	Tallinn, Estonia
Starting date:	16 August 2016
Level of Security Clearance:	CONFIDENTIEL UE/EU CONFIDENTIAL ¹
Closing date for applications	15 July 2016²

1. THE AGENCY

Applicants are invited for the above mentioned Internship 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 `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 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.

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 and EURODAC⁶. 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 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, 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

¹ EC decision of 29 November 2001 amending its internal Rules of Procedure (notified under document number C(2001) 3031) (2001/844/EC, ECSC, Euratom) and EC decision of 3 February 2005 amending Decision 2001/844/EC, ECSC, Euratom (2005/94/EC, Euratom).

² Date of publication: 2 June 2016

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 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.

⁵ 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.

⁶ 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.

the European Commission and monitoring of research relevant for the operational management of the systems.

2. DATA PROTECTION OFFICER

The Data Protection Officer (DPO) is responsible for ensuring an independent manner that eu-LISA respects its data protection obligations pursuant to Regulation (EC) N. 45/2001. The DPO is responsible for:

- informing, advising and raising awareness of eu-LISA staff on personal data protection issues;
- advising on general administrative measures which may impact on the protection of personal data, in particular in the field of new technologies;
- ensuring that controllers and data subjects are informed of their rights and obligations pursuant to Regulation (EC) No 45/2001;
- providing regular updates, continuous support and advice to the Management Board of eu-LISA and to the work of the SIS II, VIS and EURODAC Supervision Coordination Groups;
- keeping a register of the processing operations carried out by eu-LISA;
- responding to requests from the European Data Protection Supervisor (EDPS) and, within the sphere of his/her competence, cooperating with the EDPS at latter's request or on his/her own initiative;
- notifying the EDPS of processing operations likely to present specific risks;
- upholding eu-LISA in its mission of being an acknowledged EU ICT centre of excellence with relevant technical personal data protection skills.

3. TASKS

The Internship aims to enhance the educational and practical experience of the Intern through work assignments in their specific areas of competence. The Intern will be introduced to the professional world and to the opportunities therein.

Under the supervision of the Data Protection Officer, the Intern is expected to perform mainly administrative tasks in the data protection area of eu-LISA and to provide support to the Data Protection Officer. On the other hand, it is also envisaged that the Intern would participate in some of the studies concerning the personal data protection aspects, having the possibility to learn about the process and the daily issues of the work in information security related issues close linked to personal data.

Tasks may include also:

- working closely with other colleagues on different projects and cross-cutting themes;
- maintain the bi-weekly DPO newsletter;
- assisting in the collection of business requirements of eu-LISA projects in terms of privacy by design;
- conducting studies in the area of Privacy Impact Assessment;
- conducting an impact on the future legal framework on personal data protection;
- assisting in the organisation of meetings with external counterparts (e.g. draft meeting agendas, register updates and assist in the follow-up communication exchanged);

- the Intern might be asked to take minutes and draft reports from the meetings.

The tasks may be adjusted by the Data Protection Officer according to the demonstrated competence of the Intern.

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 be a national of the Member States of the European Union or Schengen Associated Countries;
- 4.1.2. have completed at least three years (six semesters) of higher education course (university education or studies equivalent to university education) by the closing date for applications. The relevant studies should be in the followings domains: IT engineering, informatics, mathematics, information security, law, security studies, public administration and any other related subject. Applicants must provide copies of certificates or declaration from the relevant University;
- 4.1.3. to have knowledge of the working language of the eu-LISA (English) at least the level C1⁷.

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.

4.2. Selection criteria

4.2.1. Professional competencies

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

- good knowledge of the security information international policies/standards or the EU rules and regulations in this field of activity⁸;
- excellent written and oral command of English, corresponding to at least C1 level⁹;
- a sound knowledge of Microsoft Office applications, in particular Excel, PowerPoint and Word.

4.2.2. Besides the following attributes would be advantageous:

- general understanding of the EU system and EU institutions and bodies;
- understanding of IT systems and issues pertaining personal data protection;
- ability to communicate in French corresponding to at least B1 level¹⁰.

⁷ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁸ For example the Regulation EC 45/2001, the EC 1049/2001, ISO 27000 family standards.

⁹ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

4.2.3. Personal qualities

Attributes especially important to this post include:

- good general communication skills, incl. flexibility and orientation to multitasking;
- the ability to work as part of a team and in a multicultural environment;
- having the willingness to learn and gain knowledge on the various spectres of security;
- motivation to take part in projects and to work on own initiative;
- supportive and helpful personality, with service oriented attitude.

5. 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.

6. CONFIDENTIALITY

The Intern must exercise the greatest discretion regarding facts and information that come to his/her knowledge during the course of internship. He/she must not, in any matter at any time, disclose to any unauthorised person any document or information not already made public. To ensure this discretion, the Intern will be requested to implement and sign eu-LISA Declaration of Confidentiality before starting the internship.

Those applicants who at the time of application or the start of the internship do not possess EU security clearance of Confidential UE level will be assisted by the Security Sector of eu-LISA in obtaining it from their national authorities upon commencement of their duties.

7. SELECTION PROCEDURE, APPOINTMENT AND CONDITIONS OF INTERNSHIP

Applicants may be contacted by e-mail, telephone and/or Skype by data Protection Officer and a representative of Human Resources and Training Unit to discuss mutual expectations prior to the final selection decision.

The Data Protection Officer makes the final decision with regards to the selection of the Applicant for the Internship position.

The decision on Intern's selection shall be based on the detailed screening report of received applications carried out by the data Protection and the Human Resources and Training Unit.

The Internship is expected to start on 16 August 2016 and the initial Internship period is offered for 6 months with a possibility of extension up to 12 months.

At any time prior to the start of the Internship applicants may withdraw their applications by informing eu-LISA HRTU by e-mail:

eulisa-INTERNS@eulisa.europa.eu

The internship will be awarded a monthly maintenance grant of 1 167.30 EUR (subject to slight change), which is 1/3 of the basic gross remuneration received by an official at the grade AD 5/1 and weighted by the correction coefficient (for Tallinn, Estonia 78%).

Interns are solely responsible for the payment of any taxes due on grant received from eu-LISA by virtue of the laws in force in the country of origin. Grant awarded to Intern is not subject to the tax regulations applying to officials and other servants of the European Union.

Intern whose place of residence is different from place of the internship is entitled to get reimbursed of the travel expenses incurred at the beginning and at the end of the internship, subject to budget availability.

eu-LISA Intern is entitled to annual leave of two working days per each complete calendar month of service.

eu-LISA does not cover sickness insurance. The intern is responsible to arrange such insurance prior to the start of the internship at euLISA. Proof of this insurance shall be submitted to eu-LISA prior to beginning of the internship.

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

8. PROTECTION OF PERSONAL DATA

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 Interns are defined in eu-LISA Internship Policy, available on our website:

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

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, 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 HR staff of eu-LISA, 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 their merits.

eu-LISA respects Regulation (EC) No 45/2001 of 18 December 2000 regarding personal data, and will be keeping the personal files of the applicants according to this regulation regardless whether the applications were successful or unsuccessful or withdrawn.

eu-LISA will keep applicants' files for no longer than 2 years. Beyond this period, aggregate and anonymous (scrambled) data on Internship applications will be kept only for statistical purposes.

All applicants may exercise their right of access to and right to rectify their personal data. Personal data such as contact details can be rectified by the applicants 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 eulisa-INTERNS@eulisa.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

9. APPLICATION PROCEDURE

For an application to be considered valid there are three requirements to fulfil:

- applicants must complete and submit their application using the Standard eu-LISA Internship Application Form available on our website: <http://www.eulisa.europa.eu/JobOpportunities/Pages/Internships.aspx>
- the Application Form must be signed, scanned and sent electronically by the applicant, to the e-mail address: eulisa-INTERNS@eulisa.europa.eu to confirm his/her compliance with the eligibility criteria;
- applicants should clearly state in the Application Form for which of the announced internship opportunities he/she intends to apply;
- applicants must attach to the Application Form scanned copies of certificates or declaration from the relevant University. Or, if the case, any other necessary documents.

The closing date for submission of applications is: **15 July 2016 at 23.59 hrs EET Eastern European Time (EET).**

The subject of the e-mail should include the Internship No eu-LISA/16/INT/DPO/3.1.

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.

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

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

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

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

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