

# CALL FOR AN EXPRESSION OF INTEREST FOR A SECONDED NATIONAL EXPERT

Ref. eu-LISA/25/SNE/2.1

<b>Post:</b>	Liaison and Policy Expert
<b>Sector/Unit/Department:</b>	Business and Stakeholder Relations Unit
<b>Status:</b>	Seconded National Expert (SNE)
<b>Location:</b>	Brussels, BELGIUM
<b>Starting date:</b>	01 October 2025
<b>Level of Security Clearance:</b>	CONFIDENTIEL EU/EU CONFIDENTIAL <sup>1</sup>
<b>Closing date for applications</b>	31 July 2025 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time) <sup>2</sup>

## 1. INFORMATION ABOUT THE AGENCY

We are eu-LISA, the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice. We are proud to design, develop and operate large-scale

<sup>1</sup> Decision of the Agency Management Board, nr 2019-273, setting the Security Rules for Protecting EU Classified Information in eu-LISA

<sup>2</sup> Date of publication: 02/07/2025.

information systems at the heart of Schengen, in the area of internal security, border management and judicial cooperation.

Our core mission is to keep Europe safe through technology, operating IT systems and providing services related to EU Justice and Home affairs policies. We aim to help the EU Citizens feel safe, protected, free, fairly treated and part of a united Europe.

Join us to become part of our organisational culture, an inclusive and diverse people centric environment. We believe in “Together as one, we are making it happen”. We want our people to feel respected, valued and empowered. With a workforce consisting of more than 24 different nationalities, we embrace the international work environment and collaborate with colleagues from diverse backgrounds. It is our policy to provide equal employment opportunities for all applicants regardless of gender, race, disability, age, religion or belief, political views, sexual orientation, marital status or family situation, language, social origin, ethnicity or being part of a national minority.

We believe in creating a positive and enjoyable work environment for our people and we take pride in nurturing a work environment that values and recognises the contributions of our team members. As an organisation, we understand the importance of employee recognition in driving motivation and creating a fulfilling workplace.

Please visit our [website](#) and discover more about eu-LISA's core activities.

## **2. THE BUSINESS AND STAKEHOLDER RELATIONS UNIT**

The Business and Stakeholder Relations Unit (BSU) is composed of the Governance and Stakeholder Management Sector, the Communication Sector, the Business Relations Management Sector and the Agency's Liaison Office in Brussels. BSU is in charge of supporting and managing relations with the eu-LISA Governance Bodies, Member States, EU institutions and bodies, EU Agencies, international institutions and bodies, and other external stakeholders.

BSU manages the Secretariat of eu-LISA's Management Board and coordinates the work of the Advisory Groups. These tasks include drafting procedures, decisions, strategies, programmes, and other documents for meetings of the Management Board and Advisory Groups. The Unit is also in charge of relations with the European Institutions and national authorities as well as other EU Agencies. In addition, BSU operates as eu-LISA's contact point for two networks: EU Agencies Network (EUAN) and Justice and Home Affairs Agencies Network (JHAAN). Moreover, the Unit manages eu-LISA's public relations, corporate communication and information through a wide range of communication activities supporting the core mandate of eu-LISA. The Unit also supports the office of the Executive Director.

### 3. THE SECONDMENT

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

SNEs 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.

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, at the request of eu-LISA.

Exceptionally, at the request of the concerned Head of Unit, and where the interest of the service warrants it, the Executive Director of eu-LISA 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.

The selected applicant will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (CONFIDENTIEL UE/EU CONFIDENTIAL). 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, 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 Decision of the Agency Management Board, nr 2019-273, setting the Security Rules for Protecting EU Classified Information in eu-LISA<sup>3</sup>.

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<sup>3</sup> [https://www.eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273\\_EUCI%20rules.pdf](https://www.eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273_EUCI%20rules.pdf)

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 to be initiated expeditiously. For applicants, who do not hold a security clearance, the procedure will be initiated expeditiously by eu-LISA. Failure to obtain the required security clearance certificate from the National Security Authority during the secondment, will give the right to eu-LISA to terminate the secondment.

## 4. TASKS AND RESPONSIBILITIES

Reporting to the Head of the Business and Stakeholder Relations Unit (BSU), **the Liaison and Policy Expert** will perform his/her tasks within the Liaison Office team and will be responsible for:

- Providing policy advice, expertise and know-how related to the evolution of IT systems currently managed by eu-LISA in the area of justice.
- Providing practical advice of a policy and/or business nature in order to support discussions on the development of other large-scale IT systems that have been entrusted to eu-LISA in the area of justice, or any other systems/tools/platform in this area that might be entrusted to eu-LISA in the future.
- Following up on the evolution of EU legislation and other relevant strategic and policy documents in the area of justice, of relevance for the Agency, including in relation to digitalisation of justice and use of artificial intelligence tools for the benefit of justice community and EU citizens.
- Closely collaborating with EU institutions, Member States Permanent Representations to the EU, other Agencies' Liaison Offices in Brussels, and other relevant stakeholders in Brussels, as part of eu-LISA's mission and efforts to provide high quality IT services to its stakeholders and to be regarded as a trusted partner.
- Working closely with eu-LISA experts to identify possible improvements and evolutions of current large-scale IT systems in the area of justice that would benefit the end users community.
- Preparing and presenting internal policy papers and/or reports, participating in external meetings and/or conferences, as requested.
- Maintaining effective information sharing and co-operation with internal and external stakeholders in relation to the justice systems and projects within the mandate of the eu-LISA.
- Participating in the internal process of preparation of reports on the functioning of the IT systems managed by eu-LISA and other corporate documents.
- Supporting in administrative matters related to the smooth functioning of the Liaison Office.
- 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 based on the following formal criteria to be fulfilled by the deadline for applications:

- 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;
- to be employed by a national, regional or local public administration or an Inter-Governmental Organisation ('IGO');
- to have worked for the employer on a permanent or contractual basis for at least 12 months before the secondment and shall remain in service of the employer throughout the period of secondment;
- 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 for the performance of the duties. SNE from non-member country must produce evidence of a thorough knowledge of one European Union language necessary for the performance of his/her duties.

***Only duly documented professional activity is taken into account. 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**

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure.

### **5.2.1. Professional experience and knowledge:**

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

- University Degree (minimum of three (3) years) in Business/Public Administration, Law, European Affairs or other degrees relevant for the tasks of the Agency.
- Proven relevant professional experience of at least three (3) years in administrative, legal, scientific, technical, advisory functions, in the Justice area, including involvement in discussions on EU large-scale IT systems within eu-LISA portfolio (for details please refer to section 4) at national and/or European levels.
- Very good drafting and presenting skills in English, both orally and in writing, at least at the level C1.

### **5.2.2. Besides the following attributes would be advantageous:**

- Professional familiarity with the European public administration environment, preferably acquired in an EU Institution or Agency;
- Awareness of the legislative, political and business context in which eu-LISA operates;
- Knowledge of modern ICT architectures, systems, and infrastructure in the JHA area.
- Experience in matters related to other IT systems managed by the Agency or foreseen to be managed by the Agency in the coming years), including those related to migration, borders, and home affairs.

### 5.2.3. **Personal qualities**

Attributes especially important to this post include:

- Strong ability to work in the team and strong sense of responsibility; facilitative and supportive approach to others, with co-operative and service-oriented attitude
- Strong oral and written communication and interpersonal skills, ability to communicate efficiently and unambiguously in a way that the receiver effectively understands the message;
- Strong organisational skills, ability to maintain a clear overview of multiple tasks including the ability to prioritise and remain focused and objective against tight deadlines and pay attention to details;
- Pro-activeness and strong sense of initiative, including in carrying out and improving processes and procedures;
- Ability to work under pressure and respond to changes in a rapidly evolving work environment;
- Strong analytical and problem-solving skills, ability to think creatively and identify new opportunities;
- Strong awareness of ethical matters and behavioural responsibilities when working in a publicly-facing organisation.

## 6. **EQUAL OPPORTUNITIES**

eu-LISA applies an equal opportunities policy and accepts applications without distinction on grounds of sex, race, color, 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:*

- Selection Committee designated by the Appointing Authority (eu-LISA's 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 eligible applications are evaluated by the Selection Committee based on the selection criteria defined in the open call;
- The best-qualified applicants, who obtained the highest number of points, are short-listed for an interview, which may be complemented by a written competency test<sup>4</sup>;
- The interview and written test are conducted in English. In case English is a mother tongue of an applicant, some interview or test questions may be held in language indicated by the applicant on the application form as the 2nd EU language;
- During the interview and the written test, the Selection Committee examines the profiles of applicants and scores the applicants in accordance with the selection criteria;
- After the interviews and tests, the Selection Committee draws up a non-ranked list of the most suitable candidates to be included on a reserve list for the post and proposes it to the Appointing

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<sup>4</sup> The Selection Committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate. For remote interviews, the Selection Committee reserves the right to conduct the interview using an online video interviewing tool for synchronous and/or asynchronous (e.g., recorded) interviews.

Authority. The Selection Committee may also propose to the Executive Director the best suitable applicant to be offered secondment for the post;

- The Appointing Authority chooses from the reserve list an applicant to whom to offer the secondment;
- Applicants put on the reserve list may also be used for secondment to a similar post depending on the needs of the eu-LISA and budgetary situation as long as the reserve list is valid;
- The reserve list established for this selection shall be valid **until 31 December 2026** (the validity period may be extended);
- Each applicant invited for an interview 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 a secondment by eu-LISA.**

**The Selection Committee's work and deliberations are strictly confidential and 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 selection procedure will be performed in English and all communication with applicants will be held in English.**

## **8. PROTECTION OF PERSONAL DATA**

eu-LISA ensures that applicants' personal data is processed in accordance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data<sup>5</sup>.

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 Unit (HRU), within the Corporate Services Department. The controller for personal data protection purposes is the Head of HRU.

The information provided by the applicants will be accessible to a strictly limited number of staff members of the HRU staff, 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.

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<sup>5</sup> Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018, OJ L 295, 21.11.2018, p. 39

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 can be addressed to HRU at [eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@eulisa.europa.eu)

Applicants may have recourse at any time to eu-LISA's Data Protection Officer ([dpo@eulisa.europa.eu](mailto:dpo@eulisa.europa.eu)) and/or the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

## 9. 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 in English and hand-signed (scanned into PDF format);
- proof of the National Administration Authorisation – Form 1A (Employer authorisation for SNE applicant), provided on eu-LISA website;
- a copy of security clearance (if available).

Applications must be sent by the Permanent Representation or a national contact point or by the associated countries competent authority or the administration of IGO to the following e-mail address before the deadline: [eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@eulisa.europa.eu). Please liaise with your Permanent Representation to ensure that your application meets deadline.

The standard application form can be downloaded from eu-LISA website:

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

The closing date for submission of applications is:

- **31 July 2025 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time).**



## PUBLIC

The subject of the e-mail should include the **title of the Open Call and Reference No eu-LISA/25/SNE/2.1.**

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

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.

In case of any queries about the selection process, please contact through the e-mail:

[eulisa-SNEPOSTING@eulisa.europa.eu](mailto:eulisa-SNEPOSTING@eulisa.europa.eu).