

CALL FOR AN EXPRESSION OF INTEREST FOR A SECONDED NATIONAL EXPERT

Ref. eu-LISA/25/SNE/3.1

Post:	Information Technology Expert - Project Management
Sector/Unit/Department:	Home Affairs Programmes Solutions Sector / Programme and Solutions Management Unit / Programme and Engineering Department
Status:	Seconded National Expert (SNE)
Location:	Strasbourg, FRANCE
Starting date:	01 December 2025
Level of Security Clearance:	SECRET EU/EU SECRET ¹
Closing date for applications	31 August 2025 at 23:59 EEST (Eastern European Summer Time) and 22:59 CEST (Central European Summer Time) ²

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

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

² Date of publication: 30/06/2025.

large-scale 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 PROGRAMME AND SOLUTIONS MANAGEMENT UNIT

The Programme and Solutions Management Unit is responsible for the delivery of all Programmes and Projects for the Operations Department of eu-LISA within set tolerances of scope, time, budget and quality.

In particular, within the Unit, the Home Affairs Programme Sector is responsible for:

- Ensuring that approved project and programmes related to the large-scale information systems managed by the sector (SIS, VIS, EURODAC, EES and ETIAS) are organised and executed in a consistent manner and within established standards;
- Performing the work involved in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget, time and scope;
- Performing, in cooperation with other dependent technical and non-technical sectors, the work necessary to procure products, services, or results needed from outside of the organisation, eventually assuming the role of contract manager;
- Performing project quality management;
- Managing interdependent projects that form part of a programme;
- Controlling individual and aggregated risks and issues;
- Performing the work to ensure timely and appropriate project communication.

The Project Manager post is intended to complement the Sector in view of the anticipated expansion of the tasks conferred to the Agency.

The Unit is located in Strasbourg, FRANCE

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 SNEs employer shall undertake to continue to pay his/her salary, to maintain his/her administrative status throughout the period of the secondment. The SNEs 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 (SECRET EU/EU SECRET). 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-LISA³.

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 Programme and Solutions Management Unit and under the supervision of the Head of Home Affairs Programme Sector, the Information Technology Expert will participate in project management and business relationship management tasks for existing and new initiatives in close collaboration with the internal and external stakeholders involved parties (incl. Member States and Contractors).

The Information Technology Expert will manage programmes and projects of varying size and complexity for applications and systems used within eu-LISA. The successful candidate will be responsible for the coordination of project teams of eu-LISA as well as those of contracted vendors. This involves the daily management of the definition, development, testing, implementation and roll-out of new large-scale operational systems within the domain of Freedom, Security and Justice. This includes the monitoring of the scope, planning, and execution of the projects in order to keep within its pre-defined tolerances of budget, scope, time and quality related, but not limited to *Integration Management, Scope Management, Time Management, Budget Management, Quality Management, Communication and Risk Management, Stakeholder Management and Contract Management*.

She/he will manage the relationship between technology and business at the programme level.

The Information Technology Expert will be responsible for:

- Planning and executing projects in collaboration with the responsible programme manager, ensuring maximum efficiency in resource allocation;
- Monitoring and reporting overall programme and project progress, resolving issues and initiating corrective action, where necessary, and ensuring deliverables remain within its pre-defined tolerances of scope, time, quality and budget related, but not limited to *Integration Management*,

³ https://www.eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273_EUCI%20rules.pdf

Scope Management, Time Management, Budget Management, Quality Management, Communication and Risk Management, Stakeholder Management and Contract Management;

- Implementing defined project governance, reporting regularly to boards, advisory groups and other stakeholders;
- Eliciting and analyzing requirements from the different stakeholders;
- Participating in the Agency's governance bodies and close collaboration with the different stakeholders;
- Actively managing the projects risks and issues by preparing mitigation strategies and following up their implementation with the involved stakeholders;
- Supervising the work of the Project Team both internally and with vendors, in order to ensure the efficient management of project resources;
- Managing all contractual aspects of the implementation and monitoring the project related financial and procurement procedures in accordance with applicable regulatory frameworks and service requirements.

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 Information Technology, Business/Public Administration, Law or related Degree;
- Expertise in structured project management technologies acquired by professional experience and/or training;
- Proven relevant professional experience of at least three (3) years in the delivery of complex projects with multiple stakeholders, possibly in the area of Information Technology;
- Knowledge of ICT product and service markets in terms of trends, drivers and segmentations;
- Strong drafting and presenting skills in English, both orally and in writing, at least at the level C1⁴ ..

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;
- Certification in one of the prevailing project and/or programme management methodologies (preferably PMP, PRINCE2 and/or MSP) will be considered an asset.
- Experience with Agile methodologies and iterative SW development will be considered an asset.

5.2.3. **Personal qualities**

Attributes especially important to this post include:

- Strong oral and written communication and interpersonal skills, ability to communicate efficiently and unambiguously in a way that the receiver effectively understands the message;
- Excellent 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;
- Team leading skills and ability to manage processes, to cooperate smoothly and set direction in a multicultural environment with co-operative and service oriented attitude;
- Facilitative and supportive approach to others, with strong negotiation and conflict resolution skills;
- Taking initiatives in carrying out and improving processes and procedures. High level of capability to organise and plan the work including prioritising and handling multiple tasks;
- Ability to work under pressure and respond to changes in a rapidly evolving work environment;
- Supportive and helpful approach to others, with co-operative and service oriented attitude.

⁴ Cf. Language levels of the Common European Framework of reference:
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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 test⁵;
- 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 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.**

⁵ 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.

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 data⁶.

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.

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

⁶ 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

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

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).

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

The subject of the e-mail should include the **title of the Open Call and Reference No eu-LISA/25/SNE/3.1.**

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.

PUBLIC

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.