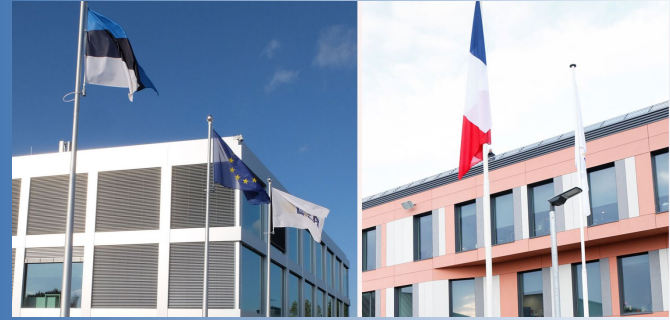


VACANCY NOTICE

Human Resources Officer (AD6)

Ref. eu-LISA/24/TA/AD6/2.1



Sector, Unit and Department	Talent Management Sector / Human Resources Unit / Corporate Services Department
Contract Duration	Initial contract of 5 years subject to renewal
Function Group/Grade	AD6 (Temporary Staff)
Place of Employment	Strasbourg (France) and Tallinn (Estonia)
<u>Level of Security Clearance</u> ¹	SECRET UE/EU SECRET
Deadline for Application	15 April 2024 ² 12:59 pm Tallinn time/ 11:59 am Strasbourg time

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 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.

¹ Decision nr 2019-273 of the Management Board on the Security Rules for Protecting EU Classified Information in eu-LISA: https://eulisa.europa.eu/AboutUs/Documents/MB%20Decissions/2019-273_EUCI%20rules.pdf

² Date of publication: 15 March 2024

About the Unit

The Human Resources Unit is responsible for designing, and implementing eu-LISA's Human Resources strategy, policies and administrative decisions in the areas of Human Resources Management, implementation of competency framework and support professional development of staff to achieve strategic goals of the Agency. The Unit encompasses the Talent Management Sector and the Personnel Administration Sector. It attracts and acquires talent, manages the full employee lifecycle, fosters engagement of staff and a culture of dignity and respect and manages personnel files of staff.

About the job

eu-LISA aims to establish a reserve list from which to source the best talent. Unleash your potential and thrive in the role of the **Human Resources Officer** working under the supervision of the Head of the Talent Management Sector and reporting to the Head of the Human Resources Unit.

You will support the mandate of eu-LISA and ensure that the Agency achieves its objectives, enhances its reputation, and answers stakeholders' needs.

The ideal candidate will be responsible for driving organisational effectiveness, supporting talent management and employee experience initiatives, and facilitating change management efforts.

Your tasks will include a wide range of responsibilities that extend beyond the following list:

- Conduct organisational assessments to identify areas where the organisation could improve its performance, culture, or structure.
- Facilitate change management efforts, including communications and training.
- Support leadership development programs to cultivate talent and enhance leadership capabilities.
- Conduct regularly data-driven assessments and take the lead in follow up activities.
- Analyse data and create reports to identify trends and opportunities for improvement.
- Coordinate the work of different workstreams, transversal teams and areas within the organisation to ensure alignment and integration of efforts in the context of Agile HR practices.
- Coach groups and individuals to support their professional development and enhance performance.
- Contribute to the establishment and implementation of Human Resource-related strategies, policies, and guidelines in the area of Talent Management and Employee Experience.
- Support operational workforce planning and identification of required competencies and capacities.
- Engage in strategic planning of capabilities which the organisation needs to grow to successfully deliver its mandate.
- Analyse the job architecture to evaluate where consolidation, consistencies, and efficiencies could be achieved and collect the data and information necessary to clearly and uniformly define the different capabilities, roles and levels within the Agency.
- Actively partner with internal stakeholders' customers, articulate and clarify their needs.
- Manage the relationship with all stakeholders to ensure that solutions and services are in line with business requirements.
- Develop positive business relationships in a diverse stakeholder environment facilitating multi – disciplinary team collaboration.

Eligibility criteria

To be eligible for recruitment and selection, you need to meet the following formal criteria, which need to be fulfilled by the deadline for applications:

General conditions

- You are national of one of the EU Member States or Norway, Iceland, Liechtenstein, or Switzerland³ and you enjoy full rights as a citizen⁴;
- You produce the appropriate character requirements for the duties involved;
- You are physically fit to perform your duties⁵;
- You have fulfilled any obligations imposed on you by the laws concerning military service.

Education

- You have a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is **three years** or more⁶.

Professional experience

- You have at **least three years** of proven full-time professional experience relevant to the duties after the award of the qualification certifying the completion of studies required as a condition of eligibility as mentioned above.

Language

- You have a thorough knowledge of one of the 24 EU official languages (at a [C1 level](#)) and a satisfactory knowledge of another EU official language (at a B2 level) for the performance of your duties.

Selection criteria

The suitability of candidates will be assessed against the following criteria during different stages of the selection procedure:

Professional experience and knowledge

- Proven professional experience of at least three years with the duties mentioned under Section “About the Job”;

³ Appointment of a candidate from countries associated with the implementation, application and development of the Schengen acquis and with Dublin- and Eurodac-related measures is subject to the conclusion of the arrangements defined in article 42 of the eu-LISA regulation.

⁴ Prior to an appointment, the successful candidate will be asked to provide a certificate of absence of any criminal record issued by the competent authority.

⁵ Prior to an appointment, the successful candidate shall be medically examined by a selected medical service in order that the Agency may be satisfied that they fulfil the requirement of Article 82 (3)d of the Conditions of employment of other servants of the European Communities.

⁶ Only qualifications awarded in an EU Member State or that are subject to an equivalence certificate issued by an authority in a said EU Member State shall be taken into consideration.

- University degree, preferably in organisational psychology, organisational development, law, educational sciences, computer sciences, business administration or any other relevant area;
- Strong analytical skills with the ability to interpret data and make recommendations;
- Ability to work effectively and independently in a fast-paced environment and manage multiple priorities;
- Experience in coaching within the workplace.

Personal competencies

- Motivation to contribute to the mission of eu-LISA;
- Strong leadership skills;
- Capacity to understand stakeholder needs and requirements to ensure delivery of quality results and value;
- Ability to stimulate and support an environment of collaboration, information sharing, exchange of ideas and resources;
- Ability to translate complex and technical pieces of information into key messages for different audiences, through clear and timely communication (both written and oral);
- Ability to act upon eu-LISA's [values](#) and guiding principles (We get the job done - We take ownership - We are all role models - We act together as one).

Language

- Strong drafting and communication skills in English, both orally and in writing, at least at the C1⁷ level.

Advantageous:

- Experience in Agile HR practices, preferably supported by a certification in organisational change / talent management / coaching;
- Professional experience in a multicultural organisation, preferably in an EU Agency, Institution or Body;
- Understanding and/or experience in the application of the EU Staff Regulations and related practices.

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

What we offer



Competitive salary package composed of a basic salary and various allowances:

- You will receive a competitive salary package tailored to your qualifications. To begin with, the salary is determined by the grade you have applied for, which corresponds to a specific level within the organisation's hierarchy. Secondly, the salary is based on your total number of years of professional experience and adjusted to the cost of living in your place of employment.
- Depending on your individual and family situation, you may be eligible for various allowances such as expatriation, installation and household allowance, dependent child, or education allowance, ensuring your financial comfort. It is important to note that salaries are exempt from national taxation, as they are subject a tax raised by EU.



Additional benefits: Your health and safety are our priority. We offer a wide range of additional benefits such as health insurance, including sickness and accident insurance, hospitalisation, dental care, and preventive medicine coverage. At your request, your family members can be covered as well. In addition, we provide a generous EU pension scheme (defined benefit plan) that becomes available after completing 10 years of service within EU Institutions/Agencies or upon reaching the pensionable age from the

EU pension scheme, to which both the Agency and you make monthly contributions.



Mental Health and Well-being Programme: Our comprehensive programme prioritises a healthy work-life balance, including amongst other reimbursements for health and fitness activities.



Training and Development Opportunities: We invest in your professional development and personal growth. You will have access to a wide range of training programmes and learning resources.



Flexible Work Arrangements: With our hybrid working arrangements, you can enjoy a healthy balance between teleworking from your place of employment and office presence. Additionally, you can work from abroad for several days per year.



Generous Holiday Package: You will receive at least 24 days of annual leave per calendar year, additional leave days may be granted for age and grade, and home leave to travel to your home country, if applicable. Some special leave can be granted for certain circumstances such as marriage, childbirth, and more. On top, you will benefit from an average of 18 eu-LISA holidays, including the Agency's end of the year closure.



Education for children: We offer access to an accredited European School at the location of employment, ensuring educational opportunities for your children.

Application process and next steps

Ready to join us in building a safer Europe? Apply now!

Before submitting your application, you should carefully check whether you meet all eligibility requirements.

Please complete your application form via the e-recruitment platform [here](#). eu-LISA does not accept applications submitted by any other means (e.g., e-mail or post), or any spontaneous applications. Your application should contain personal details, educational background, professional experience, language proficiency, motivation letter, and responses to pre-screening questions if applicable. Candidates are requested to support their application with adequate, concise examples of their work experience and qualification, especially if not directly addressed in the duties listed in the application under professional experience.

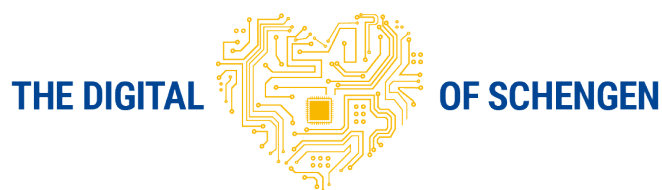
It is in your interest to ensure that your application is accurate, thorough, and truthful. Please be aware that the deadline for submitting your application is **15 April 2024** 12:59 pm Tallinn time/11:59 am Strasbourg time.

Please note that if at any stage of the selection procedure it is established that any of the requested information provided by a candidate is false, they will be disqualified.

If a candidate reaches the reserve list stage, they will be requested to supply documentary evidence in support of the statements that they made for this application.

If you encounter any difficulties during the application process or have any further questions, please do not hesitate to reach out to the Talent Acquisition Service. Feel free to send an email to eulisa-RECRUITMENT@eulisa.europa.eu.

Join our diverse team, where you will have the opportunity to grow both professionally and personally while enjoying the journey.



Selection procedure

The selection procedure includes the following steps:

- A Selection Committee, designated by the Appointing Authority, is established for the selection procedure;
- Each application is checked to verify whether the candidate meets the eligibility criteria;
- All eligible applications are evaluated by the Selection Committee based on a combination of certain selection criteria defined in the Vacancy Notice;
- The quality of the information provided by the candidate in their application is of utmost importance. Candidates are requested to support their application with adequate, concise examples of their work experience (including traineeships, voluntary work etc), and qualification, especially if not directly addressed in the duties listed in the application under professional experience. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure;
- Once the list of the most qualified candidates is determined, a preliminary assessment may take place (e.g., a pre-recorded video interview and/or a remote written test)⁸ prior to the shortlisting phase;
- In the shortlisting phase⁹ consisting of a shortlist interview which may be complemented by a written test, the Selection Committee scores the candidates in accordance with the selection criteria. Candidates may also be required to prepare a presentation on a topic to be presented during the shortlist phase, which would be evaluated as part of the shortlist interview;
- As English is eu-LISA's working language, the selection procedure will be fully conducted in English, with the exception of cases when English is the mother tongue of a candidate. In these cases, some of the interview and/or written test questions may be asked in the language indicated as their 2nd EU language;
- In order to be included in the reserve list, candidates must receive at least 60% of the maximum scores in the shortlist phase;
- After the shortlist phase, the Selection Committee establishes a non-ranked list of the most qualified candidates to be included in a reserve list and proposes it to the Appointing Authority;
- The Appointing Authority may choose from the reserve list a candidate for the post;
- The reserve list established for this selection procedure will be valid until 31 December 2027 with possibility of extension;
- Candidates included in the reserve list may be engaged for the same or similar post depending on eu-LISA's needs and budgetary situation;
- All shortlisted candidates will be informed whether or not they have been included in the reserve list. Candidates should note that inclusion in a reserve list does not guarantee engagement.

⁸ 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.

⁹ Same applies as per previous footnote.

Please note that the Selection Committee's work and deliberations are strictly confidential. Any contact with its members is strictly prohibited.

As English is eu-LISA's working language, the selection procedure will be fully conducted in English.

Engagement and conditions of employment

The selected candidate will be engaged by the Authority Authorised to Conclude Contracts of employment from the established reserve list. For reasons related to eu-LISA's operational requirements, once the candidate receives an engagement offer, they may be required to accept the offer within a short timeframe and be available to start the contract at short notice (1 - 3 months) from the date the Agency receives an opinion on the outcome of the pre-recruitment medical examination.

The successful candidate 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 6, in the first or second step, depending on the length of professional experience.

The remuneration of a staff member consists of a basic salary (currently EUR 6 231.42 for step 1, and EUR 6 493.29 for step 2¹⁰) weighed by the correction coefficient¹¹ (119.5 for Strasbourg, France and 98,9% for Tallinn, Estonia) and paid in EUR¹².

The initial duration of the contract is five (5) years, including a probationary period of nine months, with the possibility of contract renewal for another period not exceeding five (5) years. Following a successful renewal, the second renewal will be indefinite.

The reserve list shall be used for the recruitment and selection for the post in question and/or similar posts depending on the needs of the Agency. The candidates included in this reserve list may be offered an engagement under the conditions stipulated in Article 3a of the CEOS for Contract Staff, and/or may be offered an employment contract of a shorter duration than five (5) years in accordance with the business needs and subject to agreement with the candidate. In this case, the Agency will contact the candidate in the reserve list and ask their interest.

All selected candidates will need to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (SECRET UE/EU SECRET level) depending on the specific job profile.

A Personnel Security Clearance Certificate (PSCC) is defined as a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSCC, which shows the level of EU Classified Information (EUCI) to which that individual may be granted access (SECRET UE/EU SECRET), the date of validity of the relevant PSC and the date of expiry of the certificate itself.

¹⁰ Working conditions of temporary staff in [CEOS](#)

¹¹ The correction coefficient is subject to a regular update.

¹² For the purposes of determining professional experience, the Appointing Authority shall allow 24 months' additional seniority of step in grade for professional experience equal to or more than the 3 years of professional experience after the degree giving access to the grade.

Candidates who hold a valid security clearance must provide a copy of their security clearance and specify the issuing authority, level and date of expiry. In case the validity of their security clearance expires within six months, the renewal procedure will be initiated expeditiously.

Kindly note that the necessary procedure for obtaining a PSCC can be initiated by request of the employer only, and not by the individual candidate.

Failure to obtain the required security clearance certificate from the candidate's National Security Authority, either during or after the expiration of the probationary period, will give eu-LISA the right to terminate any applicable employment contract.

Independence and declaration of interest

The selected candidate for the post will be required to sign a declaration of commitment to act in eu-LISA's best interest and in relation to interests that might be considered prejudicial to their independence.

Protection of personal data

eu-LISA ensures that candidates' 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 data¹³.

The legal basis for the selection procedure of Temporary Staff (TA 2(f)) are defined in the Conditions of Employment of Other Servants of the European Communities¹⁴.

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 Unit ('HRU'). The controller, in practice, for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by the candidates will be accessible for a limited number of authorised HRU personnel, to the Selection Committee, and, if necessary, to the Executive Director, Security and/or the Legal personnel of eu-LISA.

Almost all fields in the Application Form are mandatory; the answers provided by the candidates 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. eu-LISA's data storage policy is as follows:

¹³ 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.

¹⁴ CEOS, in particular the provisions governing conditions of engagement in Title II.

- for applications received but not selected: the paper dossiers are filed and stored in archives for two (2) years after which time they are destroyed;
- for candidates included in a reserve list but not recruited: data is kept for the period of validity of the reserve list + one (1) year after which time it is destroyed;
- for recruited candidates: data is kept for a period of ten (10) years as of the termination of employment or as of the last pension payment after which time it is destroyed.

All candidates may exercise their right of access to and rectification or erasure of their personal data or restriction of processing.

In the case of identification data, candidates 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.

Any substantiated query concerning the processing of the candidate's personal data should be addressed to the eu-LISA's HRU (eulisa-RECRUITMENT@eulisa.europa.eu).

Candidates 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).

Appeal procedure

If a candidate considers that they have been adversely affected by a particular decision, they 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 Union 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 three (3) months. The time limit for initiating this type of procedure starts from the time the candidate is notified of the act adversely affecting them.