



**CALL FOR AN EXPRESSION OF INTEREST FOR  
SECONDED NATIONAL EXPERT**

**Ref. No: eu-LISA/13/SNE/01**

<b>Post:</b>	<b>Network Operations Officer – 2 posts</b>
<b>Unit/Department:</b>	Operations and Infrastructure Unit/Operations Department
<b>Status :</b>	Seconded National Expert (`SNE`)
<b>Place of secondment:</b>	Strasbourg, France
<b>Starting date:</b>	as soon as possible
<b>Lengths of secondment:</b>	<b>2 years</b> and it may be renewed if it is justified in the interest of eu-LISA
<b>Level of Security Clearance:</b>	SECRET UE <sup>1</sup>
<b>Parent Directorate-General/Service</b>	DG Home Affairs (BXL)
<b>Closing date for applications</b>	<del>28 June</del> <b>31 July 2013</b> <sup>2</sup>

## 1. AGENCY

The European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (hereinafter referred to as `the eu-LISA`) is established under the Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011<sup>3</sup> (hereinafter referred to as `the Regulation`).

The seat of the 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.

The eu-LISA is responsible for the long-term operational management of the second generation Schengen Information System (SIS II)<sup>4</sup>, the Visa Information System (VIS)<sup>5</sup>

<sup>1</sup> 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)

<sup>2</sup> Date of publication: 31 May 2013

<sup>3</sup> Regulation (EU) No 1077/2011 of the European Parliament and of the Council of 25 October 2011, OJ L 286, 01.11.2011.

<sup>4</sup> 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.

<sup>5</sup> 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.

and EURODAC<sup>6</sup>. 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 the eu-LISA is to ensure the effective, secure and continuous operation of the IT-systems. It is also responsible for the adoption of the necessary measures to ensure the security of the systems and the security of data.

Beyond these operational tasks, the 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 the Commission and monitoring of research relevant for the operational management of the systems.

## **2. THE OPERATIONS AND INFRASTRUCTURE UNIT**

The Operations and Infrastructure Unit, located in Strasbourg, manages operations of the IT systems and staff (day-to-day management of the Operators including their shift patterns and staffing; planning of testing), supervises the Helpdesk providing service on a continuous basis and being a contact point for the Member States, manages the BMS, VIS and SIS II systems in shifts (continuous availability). The Unit is in charge of the daily management of the back-up centre (BCU) located in Sankt Johann im Pongau, in Austria.

## **3. SECONDMENT**

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

SNE`s should enable the 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 secondment. The SNE`s employer shall also continue to be responsible for all his/her social rights, particularly social security and pension.

SNE`s shall assist the eu-LISA statutory staff members. They may not perform middle or senior management duties, even when deputising for their immediate superior. Under no circumstances may an SNE on his/her own represent the eu-LISA with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

SNE shall carry out the duties and conduct solely with the interests of the eu-LISA. He/she shall neither seek nor take instruction from any government, authority, organisation or person outside the eu-LISA. He/she shall carry out the duties assigned objectively, impartially and in keeping with his/her duties of loyalty to the Communities.

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more, up to a total period not exceeding four years. Exceptionally, at the request of the Unit concerned and where the interest of the service warrant it, the Executive Director 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 or, the associated countries missions to the EU, and the IGOs.

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<sup>6</sup> 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 SNE is entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance.

#### **4. TASKS AND RESPONSIBILITIES**

The principal role of SNE is to support Network Administrators and Service Desk Operators ensuring the operations of the IT systems and carry out all the tasks necessary to keep the network infrastructure functioning 24 hours a day, 7 days a week. Duties may imply travels to the eu-LISA backup site in Austria.

Reporting to the Head of Operations and Infrastructure Unit, SNE is responsible for:

- receiving, investigating and resolving incidents, problems and service requests related to the SISNET and sTesta/TestaNG network infrastructure;
  - ensuring impeccable daily management/operation of the eu-LISA backup site;
  - contributing to monitoring and assessing the sub-contracted activities (e.g., supervising contract performance, selecting, guiding and following-up on issues with arising to the sub-contracted staff, reviewing deliverables);
  - participating in the reporting on the functioning of the IT systems;
  - participating in the definition and execution of tests;
- providing technical expertise in IT systems procurement exercise (drafting terms of reference, preparing the technical specifications for calls for tenders, giving advice on technical evaluation of the received offers, rendering technical advice to procurement tender committees).

#### **5. QUALIFICATIONS AND EXPERIENCE REQUIRED**

##### **5.1. 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:

- 5.1.1. to have at least 3 years` full time experience of administrative, legal, scientific, technical, advisory or supervisory functions;
- 5.1.2. 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 the duties;
- 5.1.3. to be a national of one of the Member States of the European Union, Norway, Iceland, Liechtenstein or Switzerland<sup>7</sup> and enjoy the full rights as a citizen<sup>8</sup>;
- 5.1.4. have worked for the employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in the service of the employer throughout the period of secondment;
- 5.1.5. to be employed by a national, regional or local public administration<sup>9</sup> or and IGO.

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

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<sup>7</sup> Appointment of staff from countries associated with the implementation, application and development of the Schengen acquis and EU-RODAC-related measures is subject to the conclusion of the arrangements defined in article 37 of the founding Regulation of the Agency.

<sup>8</sup> 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.

<sup>9</sup> The Public administration means all State administrative services at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralised administrative services of the State and of such authorities

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

*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.*

*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**

### *5.2.1. Professional competencies*

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

- at least 5 years of work experience in the daily operation of IT systems with high availability requirements;
- work experience in at least two of the following domains: network administration, firewall administration, system administration, web server administration, messaging middleware administration, system monitoring;
- at least 5 years of work experience in managing the external contractors from a technical and/or operational point of view;
- at least 3 years of work experience in managing IT service contracts, drafting technical specifications for procurement tenders, or the same period of work experience in drafting contractual and procurement procedures;
- knowledge of financial procedures applicable to EU institutions and agencies or the public administration of the EU Member States;
- at least 3 years work experience in the coordination of IT systems operation involving a range of stakeholders (e.g. network contractors, maintenance contractors, customers, etc.);
- very good written and oral command of English, at least on the C1 level<sup>10</sup>.

### 5.2.2. Besides the following attribute would be advantageous:

- good knowledge of German and/or French.

### *5.2.3. Personal qualities*

Attributes especially important to this post include:

- excellent analytical and problem-solving skills;
- ability to think creatively;
- high level of capability to organise and plan the work;
- pro-activeness and ability to handle multiple tasks when required;
- strong sense of initiative and responsibility;
- strong service-orientation.

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

## 6. EQUAL OPPORTUNITIES

The 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:

- the Selection Committee designated by the eu-LISA Executive Director is set up for the selection procedure;
- after registration, each application is checked in order to verify whether the applicant meets the eligibility criteria;
- all the eligible applications are evaluated by the Selection Committee based on the selection criteria defined in the vacancy notice;
- the best-qualified applicants, who obtained the highest number of points are short-listed for an interview;
- the interview will be held in English;
- during the interview, the Selection Committee examines the profiles of applicants and assesses their relevancy for the post in question;
- shortlisted applicants may be required to undergo written competency test and complete part of the process in their second EU language;
- applicants invited to an interview will be requested to present, on the day of the interview, originals of their evidence of their professional experience, clearly indicating the starting and finishing dates, and the workload;
- as a result of the interviews, the Selection Committee recommends the most suitable applicants for the post in question. Suitable applicants will be put on the reserve list, which may also be used for the recruitment for a similar post depending on the needs of the eu-LISA and budgetary situation, and shall be valid until **31 July 2015** (the validity period may be extended). Each applicant 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 secondment.**

**Please note that the Selection Committees work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.**

## 8. PROTECTION OF PERSONAL DATA

The 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 the eu-LISA will not return applications to applicants. This applies in particular to the confidentiality and security of such data.

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 and Training Unit, under the Resources and Administration Department. The controller for personal data protection purposes is the Head of the HR and Training Unit.

The information provided by the applicants will be accessible to a strictly limited number of staff members of the HR staff, to the Selection Committee, and, if necessary, to 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. 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 are kept for the period of validity of **the reserve list + 1 year** after which time they are destroyed;
- for recruited applicants: data are kept for a period of **10 years** as of the termination of employment or as of the last pension payment after which time they are 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 the HR and Training Unit at [HOME-EULISA-SNEPOSTING@ec.europa.eu](mailto:HOME-EULISA-SNEPOSTING@ec.europa.eu).

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

## **9. APPLICATION PROCEDURE**

Applications must be sent by the Permanent Representation to the following e-mail address before the deadline: [HOME-EULISA-SNEPOSTING@ec.europa.eu](mailto:HOME-EULISA-SNEPOSTING@ec.europa.eu). Please liaise with your Permanent Representation to ensure that your application meets deadline.

The closing date for submission of applications is: **28 June 31 July 2013 at 23.59 Tallinn time.**

For applications to be valid, applicants shall include the following documents:

- an application form duly signed and completed provided on DG Home website;
- proof of the national administration authorisation – Form 1A (Employer authorization for SNE applicant);
- a copy of security clearance.

The subject of the e-mail should include the reference of the Call of an Expression.

**Applications delivered in hand will not be accepted.**

**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.**

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

Only applicants selected for the interview will be contacted.

In case of any queries about the selection process, please contact through the e-mail: [HOME-EULISA-SNEPOSTING@ec.europa.eu](mailto:HOME-EULISA-SNEPOSTING@ec.europa.eu)