



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

**Ref. No: eu-LISA/13/SNE/02**

<b>Post:</b>	<b>Security Policy Expert</b>
<b>Unit/Department:</b>	Security Sector
<b>Status :</b>	Seconded National Expert (`SNE`)
<b>Place of secondment:</b>	Tallinn, Estonia
<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>	<b>28 June 2013<sup>2</sup></b>

**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 SECURITY SECTOR**

Security Office is responsible for the security of both the eu-LISA's Headquarters in Tallinn and the Operational Sites in Strasbourg (France) and Sankt Johann im Pongau (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.

The SNE is entitled, throughout the period of secondment, to a daily subsistence allowance and a monthly subsistence allowance.

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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.

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

The principal role of the Security Policy Expert is to support the eu-LISA Security Office, located in Tallinn, in safeguarding the eu-LISA's security domains, including physical, IT and personnel security, risk assessments and overall risk management, Business Continuity and Disaster Recovery Planning.

Security Policy Expert may be required to travel from time to time from Tallinn to the Agency operational locations.

He/she will work under the direct supervision of eu-LISA Security Officer. The main Security Policy Expert's duties will entail:

Policy development:

- supporting in developing, implementing and disseminating best practices of the eu-LISA Security Framework composed by internal security-related standards, policies, procedures, guidelines and by other security related packages specific to the IT systems operated by the eu-LISA;
- developing a security awareness programme and continuously carrying out security awareness sessions to the eu-LISA's staff (located in Tallinn, Strasbourg and Sankt Johann im Pongau) via appropriate means of communication;
- supporting the Security Officer in implementation of the eu-LISA's Personnel Security Clearance process, including security authorisation briefings done to personnel processing classified information.

Reporting:

- rendering support in identifying and assessing the existing and new ICT infrastructure security risks by applying various risk assessment standards and tools;
- supporting the eu-LISA Security Officer in all reporting activities;
- contributing to the development of the eu-LISA's Business Continuity Plan in strategy implementation, performance monitoring and testing its effectiveness;
- Supporting implementation of specific Business Continuity Plan's areas within the IT Systems operated by the Agency;
- conducting the first sight security inspections and audits to ensure full compliance with standards, policies, procedures and guidelines of the eu-LISA;
- contributing to the review of security-related contracts.

Analysis:

- verifying the quality of the security services provided by the contractors of the eu-LISA to ensure that they are in line with the contracts' provisions, standards, policies, procedures and guidelines of the eu-LISA;
- providing support to the Security Office of the eu-LISA in the periodic review of the security policies of the IT-systems operated by the Agency, including planned and unscheduled verifications of the security countermeasures implementation.

## 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.*

*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 6 years' professional experience relevant to the duties above, acquired after the award of the university diploma;
- documented work record with ISO 27000 series and/or of BSI IT Grundschutz and/or Common Criteria (ISO 15408) and/or a Formal ICT security certification (i.e. CISSP, CISM, CRISC) and/or an MD level diploma in the security field;
- documented work record in the development or application of Information Systems Security Management frameworks;
- documented working experience in applying Risk Management methodologies, tools and processes;

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<sup>7</sup> Appointment of staff from countries associated with the implementation, application and development of the Schengen acquis and EURODAC-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

- work experience in developing secure IT- technical architectures;
- work experience in business continuity planning or disaster recovery planning (BS25999-ISO22301);
- work experience in the field of physical security (CCTV, access controls, audits);
- work experience in development of security policies and procedures (gap analysis, plans, policies, standards, business impact analysis, security tests specifications);
- work experience in the reporting of security activities to senior management;
- previous work experience in executive reporting;
- excellent written and oral command of English, corresponding to at least B2 level<sup>10</sup>;
- adequate command of office equipment and applications;
- security clearance at a level "EU SECRET".

5.2.2. Besides the following attribute would be advantageous:

- at least A1<sup>11</sup> level of French;
- previous work experience in European Commission, its institutions or agencies.

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;
- accuracy, attention to details and ability to work under pressure;
- strong sense of initiative and responsibility;
- strong service-orientation.

## **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;

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

<sup>11</sup> Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- 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 **30 June 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 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).

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)