

# VACANCY NOTICE HEAD OF PROCUREMENT AND CONTRACT MANAGEMENT UNIT (AD10)

Ref. eu-LISA/24/TA/AD10/4.1 (external)



<b>Unit and Department</b>	Procurement and Contract Management Unit/Corporate Services Department
<b>Contract Duration</b>	Initial contract of 5 years subject to renewal
<b>Function Group/Grade</b>	AD10 (Temporary Staff)
<b>Place of Employment</b>	Strasbourg (France)
<b>Working model</b>	Hybrid working arrangements – Permanent relocation required
<b><u>Level of Security Clearance</u></b>	SECRET UE/EU SECRET
<b>Deadline for Application</b>	<del>27 September 2024</del> <sup>1</sup> <b>extended until 11 October 2024 12:59 pm Tallinn time/11:59 am Strasbourg time</b>

## 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 help implement the European Union's policies by designing, developing, and operating large-scale information systems in internal security, border management, and judicial cooperation.

Our teams develop and manage the technological architecture of the Schengen area and the EU justice domain. By equipping law enforcement and border management operators and juridical practitioners with cutting-edge technological infrastructure, we help ensure security and justice for citizens.

With a workforce of more than 24 nationalities, eu-LISA embraces an international work environment and values collaboration among colleagues from diverse backgrounds. As an equal opportunity employer, we are committed to providing a positive and enjoyable work environment. We welcome applications from all suitable candidates, irrespective of age, gender, ethnicity or social origin, disability, religion or belief, and sexual orientation.

Join us to become part of our organisational culture that fosters inclusivity and diversity. Our belief is 'Together as one, we are making it happen'. We want our people to feel respected, valued and empowered.

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

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<sup>1</sup> Date of publication: 13 August 2024

## About the job

Unleash your potential and thrive in the dynamic role of **Head of Procurement and Contract Management Unit**. As a key member of our management team, you will work under the guidance of and report directly to the Head of Corporate Services Department. You will support the mandate of eu-LISA ensuring that the Agency achieves its objectives, enhances its reputation, and answers stakeholders' needs.

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

- Leading, managing and guiding an international team, organising the unit's day-to-day work on the basis of the mission statement and strategic objectives;
- Manage people, including the establishment and monitoring of key performance indicators for the unit;
- Providing constructive feedback and empowering staff to grow and develop;
- Developing the unit's competencies and skills in line with the Agency's competency framework as well as ensuring continuous performance assessment to identify and address areas for improvement;
- Leading the drafting, development, streamlining and implementation of the Agency's procurement planning and reporting;
- Periodically reviewing procurement and contract management guidelines;
- Coordinating and preparing procurements, overseeing all types of tender procedures, including initiation, evaluation, verification and analysis ensuring compliance with legal requirements and sound financial management;
- Acting as the Agency's knowledge expert in terms of the purchasing process, ensuring it is fit for purpose, legally compliant and adds value to the Agency;
- Developing and implementing an effective and efficient sourcing strategy in collaboration with service owners;
- Overseeing the preparation and implementation of contracts with external service providers and suppliers as well as contract placement and compliance with organisational policies;
- Providing strategic advice to middle and senior management, as well as service owners on financial, operational or legal risks arising from procurement planning, procurement procedures and contract management, including exception management;
- Preparing required reports to key stakeholders (e.g., Management Committee/Board) and contributing to the preparation of documents, reports and follow-ups to internal and external audits, including the implementation of internal control standards;
- Supporting peer management in their role as Budget Owner, Verifier and Authorising Officer to ensure that financial resources are spent efficiently and in line with EU Financial Regulation requirements.

## 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 application:

### General conditions

- You are national of one of the EU Member States or Norway, Iceland, Liechtenstein, or Switzerland<sup>2</sup> and you enjoy full rights as a citizen<sup>3</sup>;
- You produce the appropriate character requirements for the duties involved;
- You are physically fit to perform your duties<sup>4</sup>;
- 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 **four years** or more,

or

You have a level of education which corresponds to **completed university studies** attested by a diploma when the normal period of university education is least three years or more and **appropriate professional experience of at least one year**;

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.

### Professional experience

- You have at least **twelve (12) 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 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.

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<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

## Selection Criteria

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

### Leadership skills

- Excellent people management skills with the ability to lead, motivate, empower and develop people in an international context and the ability to set clear objectives to achieve the desired individual and unit results;
- Ability to determine and focus on priorities as well as to monitor and evaluate the progress;
- Ability to set and revise objectives for the unit and anticipate long-term business requirements, to improve the Agency's process efficiency and effectiveness as well as the capacity to recognise potential risks and business requirements to ensure resilience and alignment of systems and services with the business strategy;
- Ability to handle budgetary resources and organising work, resources and procedures to achieve operational efficiencies and value for money.

### Professional experience and knowledge

- Solid experience similar to the duties outlined in the section "About the job", preferably in public procurement and/or contract management linked to technologies/IT systems.

The selection committee will assess the range of fields covered, length, type and level of work done and its relevance to the areas of work listed in "About the job";

- Out of the twelve (12) years of proven full-time professional experience required to satisfy the eligibility for the post, at least three (3) years of post-graduate professional experience must have been gained in a management function relevant for this position.

Candidates should clearly indicate for all years during which the management experience has been acquired: (1) title and role of management positions held; (2) numbers of staff overseen in these positions; (3) the size of budgets managed; (4) numbers of hierarchical layers above and below; and (5) number of peers;

- Academic track record matching the requirements of the role;
- Good knowledge of the administrative and financial circuits in the public sector.

### Personal competencies

- 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);
- Ability to take end-to-end accountability for full procurement cycle and contract management from buy to build;
- Excellent negotiation skills with the ability to steer discussions and generate the best possible results without compromising productive working relationships;

- Ability to communicate clearly, solicit input and maintain regular contact with staff, partners and stakeholders;
- Demonstrated ability to build and maintain productive working relationships with various stakeholders displaying empathy with their different contexts and perspectives to find the best solutions for the business while ensuring compliance.

## Language

- Strong drafting and communication skills in English, both orally and in writing, at least at the C1<sup>5</sup> level.

## Advantageous

- Excellent command of French, both orally and in writing, at least at C1 level.

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<sup>5</sup> 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:**

- eu-LISA offers a competitive salary package. To begin with, the salary is determined by the grade for which you have applied. In addition, your future salary is based on the 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 to a tax raised by the 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. If you desire, 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:** While you will be required to relocate permanently to the place of employment or its surrounding areas, you can enjoy a healthy balance between teleworking from this place and office presence within our hybrid working arrangements. Additionally, you can telework from outside of your place of employment for up to 10 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 in all our three sites, 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 ~~27 September 2024~~ **11 October 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](mailto: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 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)<sup>6</sup> prior to the shortlist phase;
- In the shortlist phase<sup>7</sup> 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.
- Interviews (including a possible presentation), written tests as well as the Assessment Centre are predominantly conducted in English. Some questions or tasks may be asked in French for some parts of the selection process.
- Out of this group, only the top scoring candidates, will be asked to undergo the Assessment Centre activities<sup>9</sup>. A report is produced by the Assessment Centre provider for each candidate and shared with the Selection Committee. The Selection Committee takes into utmost account the opinion of the Assessment Centre<sup>8</sup>;
- 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;
- In order to be included in the reserve list, candidates must receive at least 60% of the maximum scores in the shortlist phase;
- The Executive Director and two (2) members of the management will conduct a final round of interviews with the reserve list candidates;
- The Appointing Authority may choose from the reserve list a candidate for the post;

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<sup>6</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.

<sup>7</sup> Same applies as per previous footnote.

<sup>8</sup> These candidates shall take part in an assessment centre, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. If a candidate has taken part in an assessment centre within this two-year period, but not within the 18 months preceding the closing date for the receipt of applications, s/he may at his request be admitted to the assessment centre.



- 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.

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 10, 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 10 518,29 for step 1, and EUR 10 960,26 for step 2<sup>9</sup>) weighed by the correction coefficient<sup>10</sup> (117% for Strasbourg, France) and paid in EUR<sup>11</sup>.

The initial duration of the contract is five (5) years, including a probationary period of nine (9) 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.

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<sup>9</sup> Working conditions of temporary staff in [CEOS](#).

<sup>10</sup> The correction coefficient is subject to a regular update.

<sup>11</sup> 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.

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.

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 data<sup>12</sup>.

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 Communities<sup>13</sup>.

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.

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<sup>12</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.

<sup>13</sup> CEOS, in particular the provisions governing conditions of engagement in Title II.

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:

- 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](mailto:eulisa-RECRUITMENT@eulisa.europa.eu)).


Candidates 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)).

## 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.

THE DIGITAL  OF SCHENGEN

