

INTERNAL VACANCY NOTICE – HUMAN RESOURCES PROFESSIONAL (AST3-AST5)

Ref. eu-LISA/25/TA/AST3/9.2



Sector and Unit	Human Resources Unit
Grade bracket	AST3-AST5 (Temporary Staff)
Place of Employment	Tallinn (Estonia)
Working model	Hybrid working arrangements – Permanent relocation required
Deadline for Application	30 June 2025 ¹ 12:59 pm Tallinn time/ 11:59 am Strasbourg time
Validity of the Reserve List	31 December 2028

About the unit

The Human Resources Unit (HRU) manages eu-LISA's human resources in line with the EU regulatory framework, mainly the EU Staff Regulations and the Conditions of Employment of Other Servants. It develops and implements the Agency's HR strategy, its competency framework and related HR policies.

HRU ensures that eu-LISA's organisational structure is fit for purpose and that the Agency is staffed with skilled and motivated professionals who support its strategic objectives. It oversees HR planning, the Sourcing Strategy, and the full employment lifecycle from talent attraction to career development. HRU also manages contracts for external structural service providers.

The Talent Strategy and Acquisition Sector (TSAS) implements and develops eu-LISA's HR and talent strategy, based on competency-driven HR management, aiming to align the organisation's structure, culture and talent with its strategic goals.

TSAS oversees the full recruitment lifecycle from identifying needed competencies to attracting and selecting candidates ensuring eu-LISA has a skilled, diverse workforce. It acts as a bridge between the Agency and potential hires, ensuring a fair and transparent process to secure top talent.

About the job

eu-LISA aims to establish a reserve list from which to source the best talent. Working under the supervision of the Head of the Talent Strategy and Acquisition Sector and reporting to the Head of the Human Resources Unit, you will support eu-LISA's mandate and ensure that the Agency achieves its objectives, enhances its reputation, and answers stakeholders' needs.

¹ Date of publication: 28 May 2025

You will play a key role in managing the employee life cycle initiatives, including but not limited to talent attraction, recruitment, onboarding and other talent management activities. You will collaborate closely with hiring managers and selection committees to attract and identify top talent while optimising recruitment processes, enhancing employer branding, and leveraging HR technology. Your role will also involve data-driven decision-making, process improvements, and cross-unit collaboration to strengthen the competency-based HR approach and talent management within the Agency.

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

- Designing and implementing employee life cycle initiatives (attraction, recruitment, onboarding, retention, career development and separation);
- Contributing to the implementation of the competency-based Human Resources Management, including, among others, human resources and capabilities planning, building metrics and reports;
- Organising and coordinating the end-to-end selection procedures for Temporary and Contract Staff, from drafting vacancy notices to the establishment of reserve lists in close collaboration with hiring managers and selection committee members;
- Coordinating the processes related to the overall pool of candidates included in reserve lists, identifying suitable profiles for hiring managers' review, and managing the entire process through to the receipt of the selected candidate's medical clearance;
- Proactively identifying and implementing process improvements, optimising HR tools, streamlining workflows, and enhancing efficiencies within HR operations;
- Designing and implementing HR policies, guidelines, rules;
- Coordinating Employer Branding initiatives to position the organisation as an employer of choice, enhancing eu-LISA's brand and value proposition to attract top talent in the competitive IT labour market;
- Contributing to the design and implementation of current and future HR IT tools (e.g., e-recruitment platform, written test platform, pre-recorded interview tool) and staying informed about technological advancements to enhance the candidate and overall employee experience;
- Contributing to various learning and development activities, analysing data to design and evaluate the learning initiatives, supporting in the design of learning activities, e-learning modules, facilitating the implementation of competency framework;
- Designing HR practices that serve eu-LISA people and other stakeholders and aligning HR activities with business priorities;
- Contributing to designing an organisation culture that drives performance and that is based on the eu-LISA values and respect;
- Supporting the overall unit with various projects, initiatives, and agile working groups to further enhance talent management.

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 produce the appropriate character requirements for the duties involved;
- You are engaged within eu-LISA as Temporary Staff 2(f) in function group AST, grade AST3-AST5, on the closing date for applications and on the day of filling the post;

Selection criteria

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

Professional experience and knowledge

1. You have proven professional experience of at least 2 years with the duties mentioned under Section "About the Job".

Education

2. University degree in Human Resources Management, Public administration, Business Administration, Sociology, Law, Psychology or in a field related to the duties.

Personal competencies

3. You embody 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).
4. You communicate effectively and professionally, adapting your approach to different stakeholders, including hiring managers, candidates, and selection committees.
5. You collaborate well in a team-oriented environment, building strong relationships and aligning recruitment efforts with business needs.
6. You have strong analytical and problem-solving skills, allowing you to assess challenges, streamline processes, and make data-driven decisions.
7. You adapt easily to change, remaining flexible and resilient in a fast-paced and evolving work environment.
8. You work independently and take initiative, proactively identifying improvements and driving process efficiency.
9. You ensure compliance, accuracy, and quality in your tasks.

Language

10. You have strong drafting and communication skills in English, both orally and in writing, at least at the C1² level.

² Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Advantageous

11. You have professional experience in a multicultural environment in an International Organisation/an EU institution, agency, body.
12. You have professional experience and/or participated in training in competency-based human resources management.

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](#). Due to the fact that this is an internal selection, one must select 'Internal' next to the 'Selection procedure type' field and click 'Search' [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.

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)³ prior to the shortlist phase;
- In the shortlist phase⁴ 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;
- In order to be included in the reserve list, candidates must receive at least 60% of the maximum scores in the shortlist phase;
- Interviews and written tests are predominantly conducted in English⁵.
- 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;
- 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.

³ 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.

⁴ Same applies as per previous footnote.

⁵ As English is eu-LISA's working language, the selection procedure will be predominantly conducted in English, except when English is the mother tongue of a candidate or when the mother tongue of the candidate is not an official language of the European Union. In these cases, some of the interview and/or written test questions may be asked in the language indicated as their 2nd EU language.

English is eu-LISA's working language. Any communication related to the selection procedure will be conducted in English.

Assignment and conditions of employment

The selected candidate will be assigned by the Authority Authorised to Conclude Contracts of employment from the final list of suitable candidates. Once the candidate receives an assignment offer, they may be required to accept the offer within a short timeframe and be available to start the contract as agreed with their line manager.

The successful candidate will be assigned to the new post according to the assignment decision without an impact on their current contract (with an amendment to the employment contract).

All selected candidates may be required to have, or be in a position to obtain, a valid Personnel Security Clearance Certificate (SECRET UE/EU SECRET) depending on the specific job profile and the need-to-know requirements. 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 where the security clearance is a requirement.

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 data⁶.

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 Communities⁷.

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:

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.

⁷ 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.

