

Internship Notice: Governance and Stakeholder Management internship for Danish nationals
Ref. eu-LISA/26/INTERN/DK

Profile:	Internship in Governance and Stakeholder Management for Danish nationals
Internship duration:	6 months (with the possibility of extension, 12 months total); full-time, 40 hours/week
Monthly grant¹:	1,948.34 EUR
Place of assignment:	Tallinn, Estonia
Working model:	Hybrid working arrangements – relocation to the place of assignment required
Targeted Starting Date:	01 October 2026
Deadline for applications:	20 April 2026 ² 11:59 am (Strasbourg, France) / 12:59 pm (Tallinn, Estonia)

¹ Subject to a regular update.

² Date of publication: 16 March 2026

1. 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. eu-LISA guarantees equal opportunities 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.

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

2. INTERNSHIP DESCRIPTION

We are looking for motivated young talents who can bring a fresh perspective to our Governance and Stakeholder Management team. Whether you are a recent university graduate, an early-career professional or pursuing a master's degree, if you have a passion for external relations and policy, and are interested in working for the EU, we want to hear from you!

The internship aims at enhancing your educational and professional experience through meaningful work assignments in your specific area of competence. During your internship, you will have the opportunity to be introduced to the EU professional world, learn from experts of different parts of Europe and contribute to a mission that has a direct impact on the daily life of millions of EU citizens.

Eu-LISA has decided to publish an internship call to draw up a list of suitable candidates from which it may recruit nationals of Denmark for the Governance and Stakeholder Management internship post located in the Agency's Headquarters in Tallinn, Estonia.

The Agency applies a policy of equal opportunities and non-discrimination in all recruitment procedures is committed to ensuring an appropriate balance of nationalities among its staff, reflecting the diversity of the European Union. In accordance with Article 27 of the Staff Regulations of Officials of the European Union, recruitment is conducted with a view to securing the broadest possible geographical representation among nationals of the Member States.

Nationals of Denmark are currently underrepresented within the Agency. Therefore, suitably qualified Danish candidates are particularly encouraged to apply. However, all candidates must meet the eligibility criteria and will be assessed solely on merit.

At eu-LISA, we strictly uphold the principles of equal treatment and merit-based selection. Consequently, the list of suitable candidates resulting from this selection will be on par with other internship calls organised by eu-LISA. We are an equal opportunity employer and welcome applications without discrimination on any ground, including gender and nationality. Thus, if you are not the target group of this particular call or you are interested in other profiles than the one open for applications here, we encourage you to apply to other eu-LISA internship calls.

3. ABOUT THE GOVERNANCE AND STAKEHOLDER MANAGEMENT INTERNSHIP

Place of assignment: Tallinn, Estonia

The Business and Stakeholder Relations Unit (BSU) is responsible for managing eu-LISA's external relations by overseeing the management of business, stakeholder and institutional relations, as well as communication and public relations activities. In this role, BSU's core objective is to maintain and reinforce the Agency's reputation as a trusted and reliable partner in its areas of expertise.

Under the business relations management function, BSU's Business Relations Management Sector (BRMS) acts as the main interface between eu-LISA and its stakeholders in the EU's Justice and Home Affairs (JHA) domain. In this role, BRMS is responsible for ensuring structured interfacing with stakeholders, as well as overseeing the implementation of stakeholder demands and legal/business requirements that feed into the design and development of all IT systems entrusted to eu-LISA.

The stakeholder relations management function includes the provision of administrative support to all eu-LISA's governance bodies. To that end, BSU operates the eu-LISA Management Board Secretariat (MBS) who also supports the work of Advisory Groups (AG) and Programme Management Boards (PMB) that provide guidance for the development of JHA information systems entrusted to eu-LISA. BSU is also responsible for the policy function within the Agency and for coordinating relations with other EU agencies and networks, primarily in the JHA domain.

As for institutional relations management, BSU hosts the Agency's Liaison Office team who are responsible for cultivating efficient information exchange and working relations with eu-LISA's key stakeholders based in Brussels, in particular EU institutions and bodies.

As a separate task, BSU oversees eu-LISA's corporate communication and public relations function by managing internal and external communication activities, with a view to upholding the Agency's image as a trusted and valuable partner to its stakeholders in the EU's JHA community.

The unit comprises the Business Relations Management Sector, the Governance and Stakeholder Management Sector, the Communication Sector and the Liaison Office team.

The **Governance and Stakeholder Management Sector (GSMS)** is responsible for eu-LISA's stakeholder and policy management function. This task includes providing administrative support to the Agency's governance bodies, i.e., the Management Board, Advisory Groups and Programme Management Boards.

As per Article 22(6) of the establishing Regulation, GSMS operates the Management Board Secretariat (MBS) that provides administrative support to the Board and its subcommittees (e.g., Audit, Compliance and Finance Committee, ACFC). In addition, MBS also supports the work of Advisory Groups (AG) and Programme Management Boards (PMB) that provide guidance for the development of JHA information systems entrusted to

eu-LISA. This task includes the coordination of meetings; preparing, submitting and disseminating relevant documentation; as well as subsequent follow-up on the implementation of decisions.

Under the policy function, GSMS is responsible for policy analysis (incl. preparing briefing notes, reports, etc.), and developing bilateral and multilateral relations with Member States and other EU agencies, primarily in the Justice and Home Affairs domain. In this role, GSMS serves as eu-LISA's main contact point for two networks: EU Agencies Network (EUAN) and Justice and Home Affairs Agencies Network (JHAAN). This task includes overseeing the preparation of eu-LISA's cooperation agreements, cooperation plans and working arrangements, ensuring relevant internal coordination during drafting and negotiation with partners. To promote the Agency's capabilities and cultivate partnerships, GSMS organises and facilitates stakeholder events and high-level visits, including eu-LISA's main visibility event, the annual conference.

Under the supervision of a Tutor, you are expected to support the Governance and Stakeholder Management Sector in activities mainly relating to eu-LISA's Management Board Secretariat and Policy teams, in particular:

- Contributing to the planning and organisation of meetings (physical, video conference or hybrid) of the governance bodies (including the Management Board, Programme Management Boards, Advisory Groups and the various Working Groups) and meetings organised by the policy team, including official visits to the Agency;
- Supporting the preparation of minutes and summaries, including consolidating the information received from meeting participants;
- Managing information and procedures using the applicable IT tools (e.g. Word, SharePoint, PowerPoint, Excel or others) to update the necessary folders, documents and users;
- Coordinating SharePoint user support and registering new members internally and externally;
- Contributing to the annual declaration of interest and statement of commitment exercise of the eu-LISA governance bodies;
- Contributing to the organisation of visibility events and visits by assisting eu-LISA's policy team;
- Supporting at administrative level the contribution of eu-LISA to the EU Agencies Network (EUAN) and the Justice and Home Affairs Agencies Network (JHAAN) as needed;
- Providing support to stakeholder relations of eu-LISA by drafting letters and keeping electronic communication, analysing planning documents and reports, organising and following up bilateral meetings as well as preparing presentations as needed;
- Undertaking other support tasks as necessary.

4. ELIGIBILITY CRITERIA

Candidates will be considered eligible for the selection and recruitment on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- You are national of Denmark and you enjoy full rights as a citizen³;

³ Prior to hiring, the successful candidate will be asked to provide a certificate of absence of any criminal record issued by the competent authority.

- You have completed at least three (3) years [six (6) semesters] of higher education course (university education or studies equivalent to university) or obtained the relevant degree (minimum a Bachelor or its equivalent) by the closing date for applications⁴;

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.

- You must have knowledge of the working language of eu-LISA (English) at least at level C1⁵.

5. SELECTION CRITERIA

Key competencies:

- Have a degree in a field relevant to the internship profile advertised (e.g., International Relations, European Studies, Political Science, Public Administration, Business Administration / Management, Economics, Social Sciences, Law, etc);
- Demonstrated ability or potential to perform the tasks of the internship profile;
- Strong communication skills in English at least at level C1;

Personal qualities:

- 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).
- Good communication and interpersonal skills, including flexibility, and service-oriented approach;
- Ability to work as a member of a team in a multicultural environment;
- Eagerness to learn and proactive attitude.

6. CONFIDENTIALITY

The intern must exercise the greatest discretion regarding facts and information that come to his/her knowledge during the course of the internship. He/she must not, in any matter at any time, disclose to any unauthorised person any document or information not already made public. To ensure this discretion, the intern will be requested to implement and sign the eu-LISA Declaration of Confidentiality before starting the internship and will also be required to attend a security briefing immediately after having started the internship.

7. SELECTION PROCEDURE

Applications will be assessed on the basis of the eligibility and selection criteria specified above. Only shortlisted candidates will be contacted and advance to the next stage of the selection process, which may involve various assessments.

The shortlisted eligible candidates will be contacted to confirm their interest and availability for one or more assessment exercises (e.g., a pre-recorded video interview, a remote written test and/or interview, etc).

⁴ The selected candidate(s) must provide copies of certificates or declarations from the relevant university.

⁵ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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A talent pool (reserve list) of candidates may be established and used for the selection of similar internship positions depending on the needs of the Agency.

As English is eu-LISA's working language, any communication related to the selection procedure, including the assessments during the selection procedure will be fully conducted in English.

At any time prior to the start of the internship, candidates may withdraw their applications by informing eu-LISA HRU via e-mail: eulisa-INTERNS@eulisa.europa.eu

8. INTERNSHIP CONDITIONS: REMUNERATION AND BENEFITS

The internship position shall be filled on 01 October 2026. The initial internship period is offered for 6 (six) months, with a possibility of extension up to a total of 12 (twelve) months.

You will receive a monthly grant which is 1/3 of the basic gross remuneration received by an official at the grade AD5 step 1 weighted by the correspondent correction coefficient⁶ of 95% for Tallinn, Estonia.

Interns are solely responsible for the payment of any taxes due on the grant received from eu-LISA by virtue of the laws in force in their country of origin. The grant awarded to interns is not subject to the tax regulations applying to officials and other servants of the European Union.

Subject to budget availability, interns whose places of residence amounts to at least 50 km distance from the place of assignment are entitled to the reimbursement of their travel expenses incurred at the beginning and at the end of the internship.

Interns shall observe the regular working hours at eu-LISA: working forty (40) hours per week, from Monday to Friday, eight (8) hours per day respecting the core hours.

eu-LISA's interns are entitled to annual leave of two (2) working days per each complete calendar month of service. Moreover, there are on average 18 eu-LISA Public Holidays per year.

Interns are covered by accident insurance for non-statutory staff only while working in the eu-LISA premises. eu-LISA does not cover health or general accident insurance. The intern is solely responsible to arrange such insurance prior to the start of the internship at eu-LISA. Proof of this insurance shall be submitted to eu-LISA prior to the beginning of the internship. Not presenting respective proof may be a reason to refuse the internship. The [European Health Insurance Card](#) is accepted.

9. PROTECTION OF PERSONAL DATA

eu-LISA ensures that applicants' personal data is processed in accordance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to

⁶The correction coefficient is subject to a regular update.

the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The legal basis for the selection procedures of interns is defined in [eu-LISA's Internship Policy](#).

The purpose of processing personal data is to enable the selection procedure. The selection procedure is conducted under the responsibility of eu-LISA's Human Resources Unit, within the Corporate Services Department. The controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by the candidates will be accessible to a strictly limited number of HR staff of eu-LISA, to the Selection Panel, and, if necessary, to the Executive Director, Security and/or the Legal Officer 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.

eu-LISA will keep applicants' files for no longer than 2 (two) years. Beyond this period, aggregate and anonymous (scrambled) data on internship applications will be kept only for statistical purposes.

All applicants may exercise their right of access to, rectification or erasure or restriction of processing of their personal data. Personal data such as contact details can be rectified by the candidates 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 Human Resources Unit at eulisa-INTERNS@eulisa.europa.eu

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

10. APPLICATION PROCEDURE

In order for your application to be valid and considered eligible, you must create an account on eu-LISA's e-Recruitment tool, complete the personal and CV information as well as eligibility and selection criteria checklists and submit it by to the deadline for applications.

If you wish to apply for a position at eu-LISA, you must apply via the e-Recruitment tool. eu-LISA does not accept applications submitted by any other means (e.g., e-mail or post), or any spontaneous applications.

Please make sure you indicate your desired role profile as part of selection criteria section in the [eRecruitment platform](#).

Candidates are strongly advised to not wait until the last day to submit their application, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. eu-LISA cannot be held responsible for any delay due to such difficulties.

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Once the application has been successfully submitted to eu-LISA's e-Recruitment tool, candidates will be notified by email.

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.

In case of any queries about the selection process, please contact us via email: eulisa-INTERNS@eulisa.europa.eu

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.