

INTERNAL VACANCY NOTICE – Human Resources Officer (AD5)

Ref. eu-LISA/26/TA/AD5/8.2



Sector and Unit	Talent Strategy and Acquisition Sector / Human Resources Unit
Grade bracket	AD5-AD7
Place of Employment	Tallinn (Estonia)
Working model	Hybrid working arrangements – Permanent relocation required
Deadline for Application	29 April 2026 ¹ 12:59 pm Tallinn time / 11:59 am Strasbourg time
Validity of the Reserve List	31 December 2029

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

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: 30 March 2026

You will play a key role in driving strategic talent initiatives, with a strong focus on capability building, skills-based human resources planning, and organisational talent strategies. You will identify critical skills, conduct skills-gap analysis, and strengthen the Agency's competency-based approach. In addition, you will contribute to the strategic evolution of Talent Acquisition by providing insights on talent needs, trends, and process improvements to ensure alignment with long-term human resources planning. Working closely with leaders and key stakeholders, you will translate business priorities into capability requirements and support the implementation of the HR strategy.

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

- Design and implement strategic talent initiatives across the employee lifecycle (talent attraction, selection, onboarding, development, engagement and retention, etc.).
- Contribute to the implementation of a skills-based human resources planning, identify critical capabilities needed to meet organisational priorities and future strategic objectives.
- Oversee skills-gap analysis and translate findings into targeted talent strategies, capability-building initiatives and workforce plans.
- Develop and implement the organisation's competency framework, ensure integration into talent acquisition, development and performance processes.
- Drive the strategic evolution of Talent Acquisition, proposing improvements to attraction strategies, assessment methods, sourcing approaches, and talent pipelines based on workforce and market insights.
- Strengthen employer branding and value proposition, ensuring alignment with organisational capabilities, talent needs and long-term workforce strategy.
- Promote internal mobility and succession planning by creating transparent career pathways that allow staff to deploy their skills across different sectors of the Agency.
- Provide strategic HR insights by analysing workforce data, capability metrics, and labour-market trends to support evidence-based decision-making across the Agency.
- Design and implement people-related policies, frameworks and guidelines that reinforce a skills-driven and competency-based HR approach.
- Collaborate closely with leaders and key stakeholders to translate business priorities into capability requirements and integrated talent strategies.
- Leverage and enhance HR technology and digital tools to optimise talent processes, workforce analytics, and capability management.
- Support and lead cross-functional talent projects, ensuring alignment with the overarching Talent Strategy and organisational goals. Contributing to building an organisation culture that drives performance and that is based on the eu-LISA values and respect.

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 AD, grade 5-7, 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. Solid professional experience relevant to the duties mentioned under Section “About the Job”.
2. Strong analytical skills with the ability to interpret data, draft analysis, conclusions and make recommendations.
3. Ability to work effectively and independently in a fast-paced environment and manage multiple priorities.

Education

4. University degree, preferably in organisational psychology, organisational development, law, educational sciences, computer sciences, business administration or any other relevant area.

Personal competencies

5. 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).
6. Ability to establish and maintain effective and constructive relationships with internal and external stakeholders, and to understand and anticipate their needs and expectations to find the best solutions for the organisation.
7. Strong critical thinking and problem-solving abilities to analyse and resolve complex challenges, to identify and evaluate the possible courses of action, and to make and implement sound and timely decisions.
8. Ability to identify opportunities for innovation, champion best practices and ensure initiatives evolve to meet organisational needs.

Language

9. Strong drafting and communication skills in English, both orally and in writing, at least at the C1² level.

Advantageous

10. Experience in Agile HR practices, preferably supported by a certification in organisational change / talent management.
11. Professional experience in a multicultural organisation, preferably in an EU Agency, Institution or Body.
12. Understanding and/or experience in the application of the EU Staff Regulations and related practices.

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

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 qualifications, 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 final 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 considered for this selection, 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 and proposes it to the Appointing Authority for selection;
- The Appointing Authority may choose from the list a candidate for the post;
- All shortlisted candidates will be informed about the outcome of the selection process.

Please note that the Selection Committee's work and deliberations are strictly confidential. Any contact with its members is strictly prohibited.

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

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 The provisions of the preceding footnote apply.

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.

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)) is 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:

- 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;

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 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.

