

INTERNAL VACANCY NOTICE – Information Technology Officer – Business Relations Management (AD5)

Ref. eu-LISA/26/TA/AD5/13.2



Sector and Unit	Business Relations Management Sector/ Business and Stakeholder Relations Unit
Grade bracket	AD5 - AD7 (Temporary Staff)
Place of Employment	Strasbourg (France) and/or Tallinn (Estonia)
Working model	Hybrid working arrangements – Permanent relocation required
<u>Level of Security Clearance</u>	SECRET UE/EU SECRET
Deadline for Application	21 July 2026 ¹ 12:59 pm Tallinn time/11:59 am Strasbourg time
Validity of the Reserve List	31 December 2029

About the unit

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

The Business Relations Management Sector (BRMS) serves as the primary interface between eu-LISA and its stakeholders in the EU Justice and Home Affairs (JHA) domain. In this capacity, BRMS is responsible for ensuring structured engagement with stakeholders and 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.

BRMS oversees three interconnected processes: business relationship management, demand management and requirements management.

About the job

Working under the supervision of the Head of the Business Relations Management Sector and reporting to the Head of the Business and Stakeholder Relations Unit, you will support eu-LISA’s mandate and ensure that the Agency achieves its objectives, enhances its reputation, and answers stakeholders’ needs.

You will play a key role in managing stakeholder relationships and ensuring that business needs, policy objectives, and legal requirements are effectively translated into business requirements. Working closely with Member States,

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EU institutions, and internal teams, you will support demand management and contribute to the successful delivery of digital solutions entrusted to eu-LISA.

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

- Interacting and collaborating with stakeholders to understand, anticipate, capture and manage business demands for services, ensuring their proper analysis, prioritisation and follow-up.
- Translating business needs, stakeholder demands and policy objectives into business requirements, user stories, use cases and other relevant business documentation to support the systems development lifecycle.
- Processing, interpreting and analysing legal texts, policies, business demands, processes, and use cases and providing technical advice to support the preparation of legal initiatives and secondary legislation.
- Leading, chairing and participating in meetings, workshops, governance bodies and stakeholder consultations and coordinating following up actions with internal and external stakeholders.
- Gathering data, inputs, and information from multiple sources to support decision making and combining, structuring, and organising them to support business analysis and documentation.
- Supporting internal teams in understanding business documentation and stakeholders' needs as well as monitoring their effective implementation of agreed business outcomes.
- Acting as the bridge between legal, technical and the business domains, facilitating communication and ensuring a common understanding among stakeholders.

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

1. Experience in performing the duties outlined in the section 'About the job'.
2. Ability to translate, analyse and interpret data and information from various sources and to produce clear and actionable business insights and recommendations.
3. Ability to identify trends, patterns and implications in complex information and data, and to assess their business impact on the Agency's business objectives and operations.
4. Ability to analyse, evaluate and contribute to the improvement of business processes to enhance efficiency and effectiveness.

Language

5. Strong drafting, proof-reading and communication skills in English, both orally and in writing, at least at the C1 level².

Personal competencies

6. 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).
7. Ability to establish and maintain effective and constructive relationships with internal and external stakeholders, and to understand and anticipate their needs and expectations to support the achievement of organisational objectives.
8. Strong active listening and interpersonal skills to understand, clarify and address stakeholder needs and to facilitate effective collaboration among diverse stakeholders.
9. Ability to work effectively and independently in a fast-paced environment, managing multiple priorities while maintaining a high level of quality and attention to detail.
10. Ability to communicate clearly and effectively and adapt messages to the different audiences.
11. Ability to negotiate and influence to build consensus, manage differing perspectives, and achieve effective outcomes.

Advantageous

12. Familiarity with the Justice and Home affairs policy areas and associated information systems landscape.
13. Knowledge of the EU decision-making and legislative processes.
14. Experience in collaborating with national authorities, EU Institutions, bodies and agencies and other relevant stakeholders.
15. University degree in Computer Science, Information Technology, Information Systems, Software Engineering, Computer Engineering, or a related field.

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.

Equal Opportunities Employer

As an equal opportunities' employer, we are committed to recruit and value individuals with diverse backgrounds and experiences, and to foster an inclusive working environment, where everyone can be themselves. We encourage all suitably qualified and eligible candidates to apply regardless of their gender identity/expression, age, racial, ethnic and cultural background, religion and beliefs, sexual orientation, disability or neurodiversity.

Candidates requiring reasonable accommodation during any stage of the selection procedure (e.g. written tests or interviews) are invited to inform the Agency in advance. Supporting documentation may be requested where appropriate. We will make every reasonable effort to provide the necessary accommodations and to ensure your full and equal participation in the selection process.

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.

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.

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.

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:

- 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.

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.

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.

