

INTERNAL VACANCY NOTICE – Head of Legal Unit (AD9-AD14)

Ref. eu-LISA/26/TA/AD9-AD14/10.2



Unit	Legal Unit
Grade bracket	AD9-AD14 (Temporary Staff)
Place of Employment	Tallinn (Estonia)
Working model	Hybrid working arrangements – Permanent relocation required
<u>Level of Security Clearance</u>	SECRET UE/EU SECRET
Deadline for Application	05 October 2026 ¹ 12:59 pm Tallinn time / 11:59 am Strasbourg time

About the unit

The Legal Unit delivers comprehensive legal counsel services and oversees all legal matters to ensure compliance with the applicable regulatory framework, while safeguarding the Agency's interests and reputation as a trusted and reliable partner.

In this role, the Unit provides high-quality legal expertise across a broad range of areas, including staff matters, complaints and disciplinary proceedings, procurement and contract matters (including legal due diligence), public access to documents while reviewing legal documents and agreements. It also advises on compliance with EU law, including emerging frameworks such as the Artificial Intelligence Act, and the operational and regulatory aspects of the EU's Justice and Home Affairs information systems.

The Unit further contributes by drafting legal acts, decisions, and agreement, managing complaints and inquiries, and representing the Agency in legal proceedings before the EU or national courts, in coordination with relevant stakeholders. It also supports the Agency's document management framework and monitors legal developments and case law to mitigate legal and reputational risks.

About the job

As Head of the Legal Unit, reporting to the Deputy Executive Director and serving as a member of the organisation's management team, you will play a pivotal strategic and operational leadership role in ensuring that the Agency's activities comply with its legal obligations. You will ensure that legal services are aligned with organisational priorities, supporting the Agency's operational excellence and long-term transformation.

¹ Date of publication: 07 August 2026

In this capacity, you will position legal services as a key enabler of the Agency's mandate, driving efficiency, innovation, and high-quality, while strengthening the organisation's ability to respond effectively to stakeholder needs.

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

- Lead and manage the Legal Unit, fostering a high-performance culture based on engagement, empowerment, and accountability, while ensuring effective staff development through regular feedback, coaching, and mentoring.
- Lead Agency's legal function, ensuring alignment with its mandate, objectives and values, and establishing clear governance, accountability and quality standards across all legal processes.
- Identify, assess, and mitigate legal risks, ensuring timely escalation and informed decision-making by senior management, and promoting a proactive, risk-based approach across the organisation.
- Act as a strategic advisor to senior management, supporting sound decision-making and ensuring legally robust interactions with institutional counterparts (e.g. EU institutions, Member States), and external stakeholders.
- Strengthen corporate governance and decision-making processes, including support to the Executive Director and Management Board, ensuring compliance with applicable legal and procedural requirements.
- Provide legal advice on the interpretation and application of the Agency's legal framework and on its regulatory and operational activities, including procurement, staff and administrative matters, and the legal aspects of large-scale Justice and Home Affairs information systems, ensuring consistency and legal robustness.
- Ensure compliance with applicable EU law, including emerging regulatory frameworks (e.g. the Artificial Intelligence Act), and monitor legal developments, case law, and guidance from oversight bodies to anticipate risks and advise on their impact.
- Represent the Agency in judicial and administrative proceedings, including before the Court of Justice of the European Union, and oversee disputes, complaints, and pre-litigation procedures in coordination with relevant stakeholders.
- Oversee transparency and accountability frameworks, including public access to documents, and contribute to the governance of the Agency's document management function.
- Drive the continuous improvement and digitalisation of legal services, enhancing efficiency, consistency, and responsiveness to organisational needs.

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

1. You produce the appropriate character requirements for the duties involved;

2. You are engaged within eu-LISA as Temporary Staff 2(f) in function group AD, grade 9-14, 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:

Leadership abilities

1. Proven ability to lead, motivate, and develop teams, fostering a positive and engaging working culture and translating this into a clear mission, objectives and a strong organisational commitment.
2. Ability to shape the strategic direction and vision for the Legal Unit, promoting innovation, efficiency, and forward-looking legal support and guide the unit through change and evolving priorities.
3. At least two (2) years of post-graduate management experience relevant to the position, with sound evidence of staff management, budget responsibility, and organisational impact².

Experience and knowledge

4. Extensive experience similar to the duties outlined in the section “About the job”, preferably in an international or EU institutional context.

Education

5. University degree in the field of law.

Language

6. Strong drafting and communication skills in English, both orally and in writing, at least at the C1³ level.

Soft Skills

7. 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).
8. Strong communication skills, with the ability to influence stakeholders and contribute to sound, solution-oriented decision-making across the organisation.
9. Embed a business-partnering approach, ensuring early involvement and delivery of pragmatic legal support aligned with operational needs.

² 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.

³ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

10. Strong analytical and problem-solving skills, with the ability to anticipate and manage legal risks, exercise sound judgement, and take timely, well-founded decisions under pressure and competing priorities.

Advantageous

11. Good understanding of complex institutional and stakeholder environments, with the ability to navigate governance frameworks at national and European level.

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](#).

It is in your interest to ensure that your application is accurate, thorough, and truthful. 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 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 opportunity 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. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure. Candidates must receive at least 70% of the maximum scores in the CV screening phase.
- 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.
- Once the list of the most qualified candidates is determined, a preliminary assessment may take place (e.g., a remote written test)⁴ prior to the shortlist phase.
- The most qualified candidates will be invited to the shortlist phase⁵ in which the Selection Committee scores the candidates in accordance with the selection criteria. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure.
- The shortlist phase consists of a shortlist interview, which may be complemented by a written test. 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.
- Following the shortlist interviews and written tests (including a possible presentation), the Selection Committee draws up a non-ranked list of the most qualified candidates and proposes it to the Appointing Authority.
- In order to be included in the list of most qualified candidates, candidates must receive at least 70% of the maximum scores in the shortlist phase.
- All candidates included in the list of most qualified candidates will be invited to undergo the Assessment Centre activities⁶. A report is produced by the Assessment Centre provider for each candidate and shared with the Appointing Authority. The Appointing Authority takes into utmost account the opinion of the Assessment Centre during the interview and the final selection decision.
- The Appointing Authority and two (2) members of the management will conduct a final round of interviews with candidates in the list.
- The interviews (including possible presentation), the written test as well as the Assessment Centre are predominantly conducted in English⁷. The Appointing Authority may choose from the list a candidate whom to engage for a job.
- All shortlisted candidates will be informed about the outcome of the selection process

⁴ The Selection Committee has the discretion to choose between remote and on-site interviews/tests as deemed appropriate.

⁵ Same applies as per previous footnote.

⁶ 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.

⁷ 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.

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

English is eu-LISA's working language. Any communication related to the selection procedure will be fully 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). Internal successful candidates who are appointed for the first time to a managerial position shall be subject to a managerial trial period of nine (9) months. Upon successful completion of this trial period, the appointment shall be confirmed in accordance with the applicable rules.

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 data⁸.

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 Communities⁹.

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.

⁸ 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.

⁹ 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).

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.

