

INTERNAL VACANCY NOTICE – Head of Internal Audit Capability (AD9)

Ref. eu-LISA/26/TA/AD9/16.2



Sector and Unit	Internal Audit Capability Sector / Deputy Executive Director
Grade bracket	AD7-AD9 (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	19 October 2026 ¹ 12:59 pm Tallinn time / 11:59 am Strasbourg time

About the function

The Internal Audit Capability Sector (IACS) strengthens eu-LISA's ability to create, protect and sustain value by providing the Executive Director, Deputy Executive Director, the [Audit Compliance and Finance Committee](#) as well as the Management Board with independent, risk-based and objective assurance, advice, insight and foresight. IACS supports the achievement of the Agency's strategic objectives by assessing and contributing to the continuous improvement of its governance, risk management and internal control processes.

In accordance with the [Internal Audit Charter](#), IACS operates with organisational independence and professional objectivity and provides unbiased assessments and recommendations to enhance accountability, transparency, operational effectiveness and sound financial management.

The sector develops and delivers a risk-based audit programme and monitors the implementation of agreed recommendations. It also coordinates relations with external assurance providers, including the Internal Audit Service (IAS) and the European Court of Auditors (ECA), ensuring effective cooperation and follow-up of audit recommendations.

In addition, IACS promotes ethics, integrity and fraud prevention throughout the Agency, contributes to the implementation of the Anti-Fraud Strategy and serves as the Agency's contact point for the European Anti-Fraud Office (OLAF).

¹ Date of publication: 18/09/2026

About the job

eu-LISA aims to establish a reserve list from which to source the best talent. You will report administratively to the Deputy Executive Director for day-to-day operations, while functional reporting will be to the Management Board. You will work closely with other internal assurance providers (e.g. Security Officer, Accounting Officer and Data Protection Officer), contributing to the strategic goal of further evolving the Agency towards an efficient, agile and resilient organisation within the EU regulatory framework.

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

- Lead and coordinate the activities of the Internal Audit Capability Sector², ensuring the effective delivery of audit and advisory engagements in accordance with professional standards;
- Develop and implement risk-based multiannual and annual audit plans, taking into account the Agency's strategic objectives, risk profile and management priorities;
- Conduct and supervise financial, compliance, performance and operational audits assessing the adequacy, effectiveness and efficiency of the Agency's governance, risk management and internal control processes, including IT controls and key projects;
- Identify emerging risks and opportunities for improvement and provide strategic insight to support the achievement of the Agency's objectives;
- Provide independent assurance, advice and recommendations to the Deputy Executive Director and Management Board on governance, risk management, internal controls, ethics and anti-fraud matters;
- Report significant audit findings, risk exposures and recommendations, while monitoring and reporting on the implementation of agreed corrective actions;
- Coordinate audits and maintain effective cooperation with the Internal Audit Service (IAS), the European Court of Auditors (ECA), OLAF and other relevant assurance providers;
- Act as the Agency's principal contact point for external audit activities and ensure effective coordination of audit-related matters across the organisation;
- Manage the resources of the Internal Audit Capability Sector and ensure compliance with applicable professional standards and quality assurance requirements.

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 7-9, on the closing date for applications and on the day of filling the post.

² Subject to formal assignment of the staff member to the role of a Head of Sector by the Appointing Authority

Selection criteria

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

Experience

1. Solid experience similar to those duties outlined in the paragraph "About the job". The Selection Committee will assess the range of fields covered, the length, the type and level of work done, and its relevance to the areas listed in section "About the job".
2. Professional qualification(s) in auditing, demonstrated by internationally recognised certifications (e.g. CIA, CISA, CGAP or equivalent).

Soft Skills

3. Ability to lead, motivate and coordinate the work of a team, fostering collaboration, accountability and continuous improvement;
4. Ability to think strategically, anticipate emerging risks and opportunities, and provide forward-looking, risk-based advice to support organisational objectives and decision-making;
5. Ability to act with the highest standards of integrity, independence, objectivity and confidentiality while promoting a strong ethical culture within the Agency;
6. Excellent stakeholder management, negotiation and influencing skills with the ability to build effective working relationships while maintaining professional independence;
7. Outstanding ability to interface senior management and to report at governance level;
8. Ability to analyse complex organisational, operational, financial and information technology risks and develop risk-based and pragmatic recommendations.

Language

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

Advantageous

10. Professional experience at an International Organisation or EU Institution or body;
11. Experience with IT and/or cybersecurity audit.

³ 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](#).

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.
- 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 to be included in a reserve list for the post 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.
- 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 Executive Director.
- The Executive Director might request and perform an additional interview with these candidates and submits a final list of candidates to the Management Board with a recommendation.
- The Executive Director engages the Head of Internal Audit Capability, subject to the Management Board's approval. Before granting such approval, the Management Board may interview the proposed candidates.
- 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 linked to this selection procedure is strictly prohibited.

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.

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 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.

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.

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.

