

INTERNAL VACANCY NOTICE – Information Technology Officer – Project Management profile (AD5)

Ref. eu-LISA/26/TA/AD5-AD7/14.2



Sector and Unit	Programme and Solutions Management Unit
Grade bracket	AD5 – AD7 (Temporary Staff)
Place of Employment	Strasbourg (France)
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 unit

The Programme and Solutions Management Unit (PMU) is responsible for delivering all programmes and projects within eu-LISA's Digital Solutions Operations Department ensuring compliance with agreed scope, budget and quality parameters. The unit oversees all Justice and Home Affairs (JHA) information systems and solutions entrusted to eu-LISA, including the interoperability architecture and identity management portfolio.

All programmes and projects within the unit are managed by dedicated programme and project teams responsible for coordinating the delivery and evolution of all new and existing large-scale IT systems. In this role, PMU teams lead and coordinate all expert teams across eu-LISA, ensuring effective collaboration and contribution in line with their respective area of expertise.

Within its area of expertise, the unit also coordinates activities supporting the procurement of products and services from external vendors and is responsible for the management of the associated contracts, including project quality assurance. In line with the applicable legal framework, PMU prepares and submits regular reports on programme and project implementation to the Agency's Governance Bodies.

About the job

eu-LISA aims to establish a reserve list from which to source the best talent. Working under the supervision of the respective Head of Sector/Program Manager and reporting to the Head of the Programme and Solutions Management Unit, you will support eu-LISA's mandate and ensure that the Agency achieves its objectives, enhances its reputation, and answers stakeholders' needs.

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

¹ Date of publication: 18 September 2026

- Monitoring and reporting overall project progress, resolving issues and initiating corrective action, where necessary.
- Defining and implementing project governance.
- Managing projects risks, issues and compliance matters, including mitigation strategies and follow-up with stakeholders.
- Coordinating and steering project teams in charge of the implementation of large-scale IT systems.
- Managing projects end-to-end across their different stages from initiation to closure.
- Developing and overseeing project plans, project schedules and reporting systems, budgets, quality standards and overseeing their implementation.
- Managing activities related to public procurement and contract management, including activities linked to tender procedures, preparation of technical specifications, evaluation, verification and reporting to ensure sound financial management in procurement activities, contribution to vendor-selection criteria and best practices and other related activities.
- Defining and monitoring quality procedures, standards and specifications and ensure contractors compliance with agreed requirements and contractual obligations.
- Maintaining effective communication and information sharing and co-operation with internal and external 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

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 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. Proven professional experience and ability to perform the duties mentioned under Section “About the Job”.
2. Experience in IT project management and methodologies and Agile practices.
3. Experience in managing complex project contracts, including associated budget responsibility, contract performance monitoring and financial oversight.
4. Proven ability to synchronise timelines, scope and resources across a complex project portfolio.

5. Knowledge of modern ICT architectures, systems and infrastructure.

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. Strong interpersonal and communication skills with the 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 business.
8. 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.

Language

9. Strong communication skills in English at least at the C1² level.

Advantageous

10. Certification(s) relevant to the profile, such as Project Management Professional (PMP) Certification, PRINCE2 Foundation / Practitioner Certification, Agile Project Management (Agile PM) Practitioner Certification, Scaled Agile Framework (SAFe Agilist Certification), and any other relevant certificate in the 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 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;
- 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.
- 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. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure;
- The most qualified candidates will be invited to the shortlist phase⁴ in which the Selection Committee scores the candidates in accordance with the selection criteria;
- The shortlist phase consists of a shortlist interview, which might 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. Certain selection criteria may be assessed jointly and some criteria may be assessed in two or more stages of the selection procedure;
- The interviews (including possible presentation) and the written tests are predominantly conducted in English;
- In order to be considered for this selection, 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 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 linked to this selection procedure 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.

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 data⁵.

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 Communities⁶.

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;

⁵ 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.

⁶ CEOS, in particular the provisions governing conditions of engagement in Title II.

- 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.

