INTERNAL VACANCY NOTICE – Security Officer (AD9-AD14)

Ref. eu-LISA/26/TA/AD9-AD14/21.2





Reporting to	Functional reporting to Management Board and administrative reporting to Deputy Executive Director
Grade bracket	AD9-AD14 (Temporary Staff)
Place of Employment	Tallinn (Estonia)
Working model	Hybrid working arrangements – Permanent relocation required
Level of Security Clearance	SECRET UE/EU SECRET
Deadline for Application	06 January 2027[1] 12:59 pm Tallinn time / 11:59 am Strasbourg time

About the function

The Security Officer provides strategic leadership and assurance for the organisation regarding implementation of the security strategy in the Agency, ensuring assessment, regular review and reporting to the Management Board. The Security Officer is directly appointed by the Management Board of the Agency[2]. The place of employment shall be Tallinn, Estonia.

About the job

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

[1] Date of publication: 17 November 2026

[2] Relevant Security Governance documentation:

a. Regulation (EU) 2018/1726 of the European Parliament and of the Council of 14 November 2018 on the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA), and amending Regulation (EC) No 1987/2006 and Council Decision 2007/533/JHA and repealing Regulation (EU) No 1077/2011 (OJ L 295 21.11.2018, p. 99), in particular Article 19(1)(bb).
b. COMMISSION DECISION (EU, Euratom) 2015/443 of 13 March 2015 on Security in the Commission
c. COMMISSION DECISION (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information

framework. As the Agency's Security Officer, you will be part of the eu-LISA's administrative and management team.

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

- Advise senior management in defining and implementing the Agency's security strategy, ensuring alignment with its mandate, objectives and values.
- Provide strategic security leadership to senior management by assessing security vulnerabilities and risks, and providing clear, actionable policy recommendations, to enable informed business decision and risk-based prioritisation across business objectives.
- Provide oversight and assurance over the Agency's Security and Continuity Management System (SCMS), ensuring compliance with the Agency's legal framework, applicable EU security rules, international standards and recognised best practices.
- Provide oversight and assurance over the Agency's security governance, including for sensitive and classified information, operational resilience, overseeing business continuity, disaster recovery, security incident management and crisis response capabilities, including a 24-hour/7-day emergency service for eu-LISA services and staff for work related issues, and ensuring that necessary policies and procedures, as well as preparedness for disruptive events, effective recovery arrangements, regular testing and the continuous improvement are in place.
- Ensure consistent coordination, communication and outreach across internal and external communities.
- Report regularly to the Management Board in line with the applicable rules at eu-LISA.
- Foster collaboration and inspire internal colleagues and teams to achieve their full potential.

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 during different stages of the selection procedure against the following criteria:

Experience

1. Solid experience similar to the duties outlined in the section "About the job", preferably in an international or EU institutional context. 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 the section.

2. Proven experience in developing, implementing and overseeing security, cybersecurity, resilience and/or business continuity frameworks, policies, programmes or governance structures.
3. Excellent understanding and proven experience in security risk management, security assurance and compliance frameworks, including the identification, assessment and mitigation of organisational risks.
4. Experience in coordinating and leading teams in the area of responsibility listed in “About the job”.

Soft Skills

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 think strategically, anticipate emerging risks and opportunities, and provide forward-looking, risk-based advice to support organisational objectives and decision-making.
7. Ability to analyse complex information, to consider options in a clear and structured way, to propose and implement recommendations and to make sound decisions.
8. Ability to communicate clearly and effectively when addressing and presenting complex issues and results to senior management, ensuring clear and concise reporting.
9. Strong stakeholder management and business partnering skills, with the ability to foster cooperation across organisational functions and effectively engage with national, European and international partners.
10. Ability to lead, inspire, and motivate teams, fostering a culture of collaboration, and accountability.

Language

11. Strong drafting and communication skills in English, both orally and in writing, at least at the C1[3] level.

Advantageous

12. Good knowledge of EU security governance and of rules on the protection of EU Classified Information (EUCI) applicable to Union entities, Commission decisions (EU, Euratom) 2015/443 and 2015/444 or equivalent frameworks.
13. Good knowledge of the applicable cybersecurity rules, including EU Regulation 2023/2841.

[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. 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 phase[5] 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.
- The interview (including possible presentation) and the written test are predominantly conducted in English[6].
- 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 Executive Director.
- In order to be included in the reserve list, candidates must receive at least 70% of the maximum scores in the shortlist phase.
- 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.

[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] 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.

- On the proposal of the Executive Director, the Management Board will appoint the Security Officer. The Management Board may decide to interview the candidates prior to appointing the Security Officer from the candidates proposed by the Executive Director.
- Candidates included in the reserve list may be engaged for the same or similar post depending on eu-LISA's needs and budgetary situation.
- 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.

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 data[7].

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 Communities[8].

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:

[7] 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.
[8] CEOS, in particular the provisions governing conditions of engagement in Title II.

- 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.