VACANCY NOTICE –
Data Protection Assistant (FGIII)

Ref. eu-LISA/26/CA/FGIII/20.1





Sector	Deputy Executive Director
Contract Duration	Initial contract of 5 years subject to renewal
Function Group/Grade	FGIII (Contract Staff)
Place of Employment	Tallinn (Estonia) and/or Strasbourg (France)
Working model	Hybrid working arrangements – Permanent relocation required
Deadline for Application	07 January 2027[1] 12:59 pm Tallinn time / 11:59 am Strasbourg time
Validity of the Reserve List	31 December 2029

About the Agency

We are eu-LISA, the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice. We help implement the European Union's policies by designing, developing, and operating large-scale information systems in internal security, border management, and judicial cooperation.

Our teams develop and manage the technological architecture of the Schengen area and the EU justice domain. By equipping law enforcement and border management operators and juridical practitioners with cutting-edge technological infrastructure, we help ensure security and justice for citizens.

With a workforce of more than 24 nationalities, eu-LISA embraces an international work environment and values collaboration among colleagues from diverse backgrounds.

Join us to become part of our organisational culture that fosters inclusivity and diversity. Our belief is 'Together as one, we are making it happen'. We want our people to feel respected, valued and empowered.

Please visit our website and discover more about eu-LISA's core activities.

[1] Date of publication: 23 November 2026

About the Function

The Data Protection Officer (DPO) is responsible for promoting and ensuring that eu-LISA maintains a high level of data protection within eu-LISA and for monitoring compliance with Union data protection legislation, in particular Regulation (EU) 2018/1725 (EUDPR), as well as specific provisions governing the large-scale IT systems managed by the Agency. Appointed by the Management Board, the DPO performs their duties independently, without receiving any instructions regarding the exercise of those duties.

The DPO advises eu-LISA on data protection obligations, monitors compliance with applicable legal and internal requirements, raises awareness and provides guidance on data protection matters, and contributes to the identification and mitigation of privacy and data protection risks across the Agency.

The DPO serves as the main point of contact for the European Data Protection Supervisor (EDPS) on all matters relating to personal data protection. In particular, the DPO coordinates and facilitates EDPS audits and follows up on the implementation of recommendations and corrective actions. In this context, the DPO works closely with eu-LISA's Internal Audit Capability Sector.

About the job

eu-LISA aims to establish a reserve list from which to source the best talent. Working under the supervision of the DPO and reporting to the Deputy Executive Director, you will support eu-LISA's mandate and ensure that the Agency achieves its objectives, enhances its reputation, and answers stakeholders' needs.

The ideal candidate will be responsible for supporting the DPO in their tasks and the eu-LISA practical controllers and/or processors in ensuring compliance with the EUDPR on the protection of personal data by EU Institutions, including provisions on data protection laid down in the Union legal acts governing the development, establishment, operation and use of the large-scale IT system, and with the Agency's establishing Regulation (EU) 2018/1726.

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

- Support the monitoring of compliance with the EUDPR and other regulations applicable to large-scale IT systems and corporate activities;
- Maintain oversight of and keep track of all personal data processing operations at eu-LISA, ensuring that they are covered by an associated data protection record and privacy statement;
- Contribute to the interactions with EDPS and other external stakeholders, including but not limited to requests, consultations and audits;
- Support the management of potential or actual personal data breaches and data subjects requests in exercising their fundamental rights under the applicable legal framework, including the preparation of draft reports for management and supervisory authority, where required;
- Provide support and guidance to IT Project Managers and Business Owners in regard to their data protection obligations, including, where applicable, Data Protection Impact Assessments (DPIAs);
- Contribute to data protection projects and day-to-day activities, including research and analysis, maintenance of registers, preparation of documents for the management and reporting;
- Deliver and support awareness-raising and training activities within the Agency.

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 application:

General conditions

1. You are national of one of the EU Member States or Norway, Iceland, Liechtenstein, or Switzerland[2] and you enjoy full rights as a citizen[3];
2. You produce the appropriate character requirements for the duties involved;
3. You are physically fit to perform your duties[4];
4. You have fulfilled any obligations imposed on you by the laws concerning military service.

Education and Professional experience

5. You have a level of education which corresponds to **completed university studies of at least three years** attested by a diploma;

   OR

   a level of **secondary education** attested by a diploma giving access to post-secondary education, and **appropriate professional experience of three years** following the award of the diploma giving access to this function group.

Only qualifications awarded in an EU Member State or that are subject to an equivalence certificate issued by an authority in a said EU Member State shall be taken into consideration.

Language

6. You have a thorough knowledge (minimum level C1) of one of the 24 EU official languages and a satisfactory knowledge (minimum level B2) of another official EU language to the extent necessary for performing the duties.

Selection Criteria

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

[2] Appointment of a candidate from countries associated with the implementation, application and development of the Schengen acquis and with Dublin- and Eurodac-related measures is subject to the conclusion of the arrangements defined in article 42 of the eu-LISA regulation.
[3] Prior to an appointment, the successful candidate will be requested to provide a certificate of absence of any criminal record issued by the competent authority.
[4] Prior to an appointment, the successful candidate shall be medically examined by a selected medical service in order that the Agency may be satisfied that they fulfil the requirement of Article 82(3)d of the Conditions of employment of other servants of the European Communities.

Professional experience and knowledge

1. Professional experience in performing the duties under section “About the Job”;
2. Knowledge of principles and concepts of privacy by design.

Education

3. University degree in information technologies, privacy engineering, computer science, law or artificial intelligence.

Personal competencies

4. 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);
5. Ability to understand stakeholder needs and provide pragmatic, solution-oriented support and advice;
6. Ability to plan and manage multiple tasks and priorities ensuring accuracy, quality and adherence to deadlines;
7. Strong analytical and problem solving skills, including the ability to identify risks and contribute to effective solutions;
8. Ability to collaborate effectively with diverse stakeholders, while handling sensitive information with discretion, integrity and professionalism.

Language

9. Strong drafting and communication skills in English, both orally and in writing, at least at the C1[5] level.

Advantageous

10. Professional experience in an international organisation or an EU institution, agency or body;
11. Experience in technical roles involving the development, implementation or assessment of IT systems, privacy engineering, software solutions or AI technologies;
12. A valid certification limited to IT best practices (ITIL) and/or IT security management (ITIL, ISO/IEC 27001, CISM, CISA).

[5] Cf. Language levels of the Common European Framework of reference: http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr.

What we offer

Competitive salary package composed of a basic salary and various allowances:

- eu-LISA offers a competitive salary package. To begin with, the salary is determined by the grade for which you have applied. In addition, your future salary is based on the total number of years of professional experience and adjusted to the cost of living in your place of employment.
- Depending on your individual and family situation, you may be eligible for various allowances such as expatriation, installation and household allowance, dependent child, or education allowance, ensuring your financial comfort. It is important to note that salaries are exempt from national taxation, as they are subject to a tax raised by the EU.

Additional benefits: Your health and safety are our priority. We offer a wide range of additional benefits such as health insurance, including sickness and accident insurance, hospitalisation, dental care, and preventive medicine coverage. If you desire, your family members can be covered as well. In addition, we provide a generous EU pension scheme (defined benefit plan) that becomes available after completing 10 years of service within EU Institutions/Agencies or upon reaching the pensionable age from the EU pension scheme, to which both the Agency and you make monthly contributions.

Mental Health and Well-being Programme: Our comprehensive programme prioritises a healthy work-life balance, including amongst other reimbursements for health and fitness activities. Staff can also benefit from on-site gym facilities in both Strasbourg and Tallinn, as well as sauna facilities available in the Tallinn office.

Training and Development Opportunities: We invest in your professional development and personal growth. You will have access to a wide range of training programmes and learning resources.

Flexible Work Arrangements: While you will be required to relocate permanently to the place of employment or its surrounding areas, you can enjoy a healthy balance between teleworking from this place and office presence within our hybrid working arrangements. Additionally, you can telework from outside of your place of employment for up to 10 days per year.

Generous Holiday Package: You will receive at least 24 days of annual leave per calendar year, additional leave days may be granted for age and grade, and home leave to travel to your home country, if applicable. Some special leave can be granted for certain circumstances such as marriage, childbirth, and more. On top, you will benefit from an average of 18 eu-LISA holidays, including the Agency's end of the year closure.

Education for children: We offer access to an accredited European School in all our three sites, ensuring educational opportunities for your children.

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. 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. Applicants are required to accurately demonstrate their own knowledge, skills and professional experience throughout the selection procedure. In order to ensure a fair and personal merit-based assessment, the use of Artificial Intelligence (AI) tools to generate, in whole or in part, any material submitted during the written and interview examination stages, is strictly prohibited unless explicitly authorised by eu-LISA in accordance with this Vacancy Notice. eu-LISA reserves the right to investigate such cases. Further instructions and information in this regard will be provided to candidates at the relevant stages (i.e., invitation to written test/interview).

If a candidate reaches the reserve list 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 Opportunity 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. 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)[6] prior to the shortlist phase;
- In the shortlist phase[7] 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 included in the reserve list, candidates must receive at least 60% of the maximum scores in the shortlist phase;
- Interviews and written tests are predominantly conducted in English[8];
- 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 Appointing Authority;
- The Appointing Authority may choose from the reserve list a candidate for the post;
- 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 is strictly prohibited.

[6] 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 interviews using an online video interviewing tool for synchronous and/or asynchronous (e.g., recorded) interviews.
[7] The provisions of the preceding footnote apply.
[8] 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.

English is eu-LISA's working language. Any communication related to the selection procedure will be conducted in English.

Engagement and conditions of employment

The selected candidate will be engaged by the Authority Authorised to Conclude Contracts of employment from the established reserve list. Once the candidate receives an engagement offer, they may be required to accept the offer within a short timeframe and be available to start the contract at short notice.

The successful candidate will be engaged as Contract Staff, pursuant to Article 3a(b) of the Conditions of Employment of Other Servants of the European Communities (CEOS). The Contract Staff post will be placed in Function Group III, grades 8, 9 or 10, depending on the length of professional experience.

The remuneration of a staff member consists of a basic salary (currently EUR 3.475,62 for grade 8, EUR 3.932,44 for grade 9 and EUR 4.449,30 for grade 10[9]) weighed by the correction coefficient[10] (113.6% for Strasbourg, France and 95% for Tallinn, Estonia) and paid in EUR[11] .

The initial duration of the contract is five (5) years, including a probationary period of nine (9) months, with the possibility of contract renewal for another period not exceeding five (5) years. Following a successful renewal, the second renewal will be indefinite.
The reserve list shall be used for the recruitment and selection for the post in question and/or similar posts depending on the needs of the Agency. The candidates included in this reserve list may be offered an engagement under the conditions stipulated in Article 3a of the CEOS for Contract Staff, and/or may be offered an employment contract of a shorter or longer duration and in a different location (Strasbourg, Tallinn or Brussels) than the one stated in the vacancy notice in accordance with the business needs and subject to agreement with the candidate. In this case, the Agency will contact the candidate in the reserve list and ask their interest.

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.

A Personnel Security Clearance Certificate (PSCC) is defined as a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSCC, which shows the level of EU Classified Information (EUCI) to which that individual may be granted access, the date of validity of the relevant PSC and the date of expiry of the certificate itself.

Candidates who hold a valid security clearance and for whom it is required must provide a copy of their security clearance and specify the issuing authority, level and date of expiry. In case the validity of their security clearance expires within six months, the renewal procedure will be initiated expeditiously.

[9] Working conditions of temporary staff in CEOS
[10] The correction coefficient is subject to a regular update.
[11] For the purposes of determining professional experience, the Appointing Authority shall allow 24 months' additional seniority of step in grade for professional experience equal to or more than the 3 years of professional experience after the degree giving access to the grade.

Kindly note that the necessary procedure for obtaining a PSCC can be initiated by request of the employer only, and not by the individual candidate.

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.

Independence and declaration of interest

The selected candidate for the post will be required to sign a declaration of commitment to act in eu-LISA's best interest and in relation to interests that might be considered prejudicial to their independence.

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[12].

The legal basis for the selection procedure of Contract Staff (CA 3a(b)) are defined in the Conditions of Employment of Other Servants of the European Communities[13].

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;

[12] 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.
[13] CEOS, in particular the provisions governing conditions of engagement in Title IV.

— 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.

