

Internship Notice: Corporate Functions (HR, Legal, Communication, Data Protection, Security, R&D, Stakeholder Management, Contract Management) Ref. eu-LISA/24/INTERN/CF

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| Posts | Internships in Corporate Functions (HR, Legal, Communication, Data Protection, Security, R&D, Stakeholder Management, Contract Management) |
| Internship duration: | 6 months (with the possibility of extension, 12 months total) |
| Monthly grant¹: | 1,815.66 EUR for Tallinn 1,835.85 EUR for Brussels 2,193.84 EUR for Strasbourg |
| Place of assignment: | Strasbourg, France/ Tallinn, Estonia/ Brussels, Belgium |
| Working model | Hybrid working arrangements – relocation to the place of assignment required |
| Targeted Starting Dates: | 01 October 2024 16 November 2024 01 December 2024 |
| Deadline for applications | 27 June 2024 ² 11:59 am (Strasbourg, France)/ 12:59pm (Tallinn, Estonia) |

¹ Indicative calculation per location (Tallinn, Brussels and Strasbourg) for 2024.

² Date of publication: 30 May 2024

1. 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 are proud to design, develop and operate large-scale information systems at the heart of Schengen, in the area of internal security, border management and judicial cooperation. Our core mission is to keep Europe safe through technology, operating IT systems and providing services related to EU Justice and Home affairs policies. We aim to help the EU Citizens feel safe, protected, free, fairly treated and part of a united Europe.

Join us to become part of our organisational culture, an inclusive and diverse people centric environment. We believe in 'Together as one, we are making it happen'. We want our people to feel respected, valued and empowered. With a workforce consisting of more than 24 different nationalities, we embrace the international work environment and collaborate with colleagues from diverse backgrounds. It is our policy to provide equal employment opportunities for all applicants regardless of gender, race, disability, age, religion or belief, political views, sexual orientation, marital status or family situation, language, social origin, ethnicity or being part of a national minority.

We believe in creating a positive and enjoyable work environment for our people and we take pride in nurturing a work environment that values and recognises the contributions of our team members. As an organisation, we understand the importance of employee recognition in driving motivation and creating a fulfilling workplace.

Please visit our [website](#) and discover more about eu-LISA's core activities.

2. INTERNSHIP DESCRIPTION

The internship aims at enhancing your educational and professional experience through meaningful work assignments in your specific area of competence. During your internship, you will have the opportunity to be introduced to the EU professional world, learn from experts of different parts of Europe and contribute to a mission that has a direct impact in the daily life of millions of EU citizens.

Depending on your area of interest and suitability, you can express your interest in **ONE** of the following profiles. (Nevertheless, based on the recruitment needs of the Agency, you may be contacted or offered a post related to other profile(s) for which you are suitable.)

Profile A: Data Protection (place of assignment: Strasbourg, France)

Profile B: Legal (place of assignment: Tallinn, Estonia)

Profile C: Security Policy and Coordination (place of assignment: Tallinn, Estonia)

Profile D: Governance and Stakeholder Management (place of assignment: Tallinn, Estonia)

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Profile E: Human Resources – Talent Acquisition and Personnel Administration (2 posts) (place of assignment: Tallinn, Estonia)

Profile F: Research and Development (place of assignment: Tallinn, Estonia)

Profile G: Corporate Services – Sustainable Building solutions (place of assignment: Tallinn, Estonia)

Profile H: Liaison Office (place of assignment: Brussels, Belgium)

Profile I: Communications (place of assignment: Tallinn, Estonia)

Profile J: Contract Management (place of assignment: Strasbourg, France)

The description of each profile can be consulted in the Annex.

3. ELIGIBILITY CRITERIA

Candidates will be considered eligible for the selection on the basis of the following formal criteria to be fulfilled by the deadline for applications:

- You are a national of the Member States of the European Union or Schengen Associated Countries;
- You have completed at least three (3) years [six (6) semesters] of higher education course (university education or studies equivalent to university) or obtained the relevant degree (minimum a Bachelor or its equivalent) by the closing date for applications³;
N.B. Only qualifications that have been awarded in the Member States of the European Union or that are subject to the equivalence certificates issued by the authorities in the said Member States of the European Union shall be taken into consideration.
- You must have knowledge of the working language of eu-LISA (English) at least at level C1⁴.
- You are covered in the event of illness or accident by a national social security scheme or a private insurance policy.⁵ (The [European Health Insurance Card](#) is accepted).

4. SELECTION CRITERIA

Professional experience and knowledge:

³ The selected candidate(s) must provide copies of certificates or declarations from the relevant University.

⁴ Cf. Language levels of the Common European Framework of reference: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁵ Interns are covered by accident insurance for non-statutory staff only while working in the eu-LISA premises. eu-LISA does not cover health or general accident insurance.

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- Have a degree in a field relevant to one or more of the internship profiles advertised (e.g., Law⁶, International relations, Political or Security sciences, European studies, Information Technology, Human Resources, Communications, Public Administration, etc);
- Knowledge and/or experience related to the tasks of the internship profiles(s);
- Knowledge of Microsoft Office applications (Excel, Word, PowerPoint, Outlook);

Personal qualities

- 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).
- Good communication and interpersonal skills, including flexibility, ability to multitask and service-oriented approach;
- Ability to work as part of a team in a multicultural environment;
- Interest and willingness to learn.

5. EQUAL OPPORTUNITIES

eu-LISA guarantees equal opportunities and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

6. CONFIDENTIALITY

The intern must exercise the greatest discretion regarding facts and information that come to his/her knowledge during the course of the internship. He/she must not, in any matter at any time, disclose to any unauthorised person any document or information not already made public. To ensure this discretion, the intern will be requested to implement and sign the eu-LISA Declaration of Confidentiality before starting the internship and will also be required to attend a security briefing immediately after having started the internship.

7. SELECTION PROCEDURE

Your application will be assessed on the basis of the eligibility and selection criteria specified above.

The shortlisted eligible candidates will be contacted to confirm their interest and availability for one or more assessment exercises (e.g., a pre-recorded video interview, a remote written test and/or interview, etc).

A talent pool (reserve list) of candidates may be established and used for the selection of similar internship positions depending on the needs of the Agency.

As English is eu-LISA's working language, the selection procedure will be fully conducted in English.

At any time prior to the start of the internship, candidates may withdraw their applications by informing eu-LISA HRU via e-mail: eu-lisa-INTERNS@eu-lisa.europa.eu

⁶ For the Profile B (Legal), legal studies are compulsory. Either a three years bachelor in law or a four years university degree. Post graduate or PHD in legal matters are considered as an additional asset.

8. INTERNSHIP CONDITIONS: REMUNERATION AND BENEFITS

The internships are expected to start on 01 October 2024, 16 November 2024 and 01 December 2024. The initial internship period is offered for 6 (six) months, with a possibility of extension up to a total of 12 (twelve) months.

You will receive a monthly grant which is 1/3 of the basic gross remuneration received by an official at the grade AD5/1 weighted by the correspondent correction coefficient⁷ of 119,5% for Strasbourg, France, 98,9% for Tallinn, Estonia and 100% for Brussels, Belgium.

Interns are solely responsible for the payment of any taxes due on the grant received from eu-LISA by virtue of the laws in force in their country of origin. The grant awarded to interns is not subject to the tax regulations applying to officials and other servants of the European Union.

Subject to budget availability, interns whose places of residence amounts to at least 50 km distance from the place of assignment are entitled to the reimbursement of their travel expenses incurred at the beginning and at the end of the internship.

eu-LISA's interns are entitled to annual leave of two (2) working days per each complete calendar month of service. Moreover, there are on average 19 eu-LISA Public Holidays per year.

9. PROTECTION OF PERSONAL DATA

eu-LISA ensures that applicants' personal data is processed in accordance with Regulation (EC) 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.

The legal basis for the selection procedures of interns is defined in eu-LISA's internship policy, available on eu-LISA's website [here](#).

The purpose of processing personal data is to enable the selection procedure.

The selection procedure is conducted under the responsibility of eu-LISA's Human Resources Unit, within the Corporate Services Department. The controller for personal data protection purposes is the Head of the Human Resources Unit.

The information provided by the candidates will be accessible to a strictly limited number of HR staff of eu-LISA, to the Selection Panel, and, if necessary, to the Executive Director, Security and/or the Legal Officer 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.

eu-LISA will keep applicants' files for no longer than 2 (two) years. Beyond this period, aggregate and anonymous (scrambled) data on internship applications will be kept only for statistical purposes.

⁷ The correction coefficient is subject to a regular update.

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All applicants may exercise their right of access to, rectification or erasure or restriction of processing of their personal data. Personal data such as contact details can be rectified by the candidates 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' submission.

Any substantiated query concerning the processing of his/her personal data can be addressed to the Human Resources Unit at eulisa-INTERNS@eulisa.europa.eu.

Applicants may have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

10. APPLICATION PROCEDURE

In order for your application to be valid and considered eligible, you must create an account on eu-LISA's e-Recruitment tool, complete the personal and CV information as well as eligibility and selection criteria checklists. If you wish to apply for a position at eu-LISA, you must apply via the e-Recruitment tool.

eu-LISA does not accept applications submitted by any other means (e.g., e-mail or post), or any spontaneous applications.

Please make sure you indicate your desired role profile as part of selection criteria section in the eRecruitment platform.

The closing date for submission of applications is 27 June 2024 at 12:59 pm Tallinn time/11:59 am Strasbourg time.

Candidates are strongly advised to not wait until the last day to submit their application, since heavy internet traffic or a fault with the internet connection could lead to difficulties in submission. eu-LISA cannot be held responsible for any delay due to such difficulties.

Once the application has been successfully submitted to eu-LISA's e-Recruitment tool, candidates will be notified by email.

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.

In case of any queries about the selection process, please contact us via email:

eulisa-INTERNS@eulisa.europa.eu

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.

ANNEX

Profile A: Data Protection

In general terms, the Data Protection Officer (DPO) is responsible for ensuring that eu-LISA delegated controllers and/or processors comply with the Regulation (EU) 2018/1725 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 its establishing Regulation (EU) 2018/1726.

Under the supervision of a tutor, you are expected to carry out the following tasks:

- Provide support on data protection awareness, events, working groups, workshops and reporting materials to keep stakeholders updated on data protection activities in the Agency and any other data protection-related documentation, as needed;
- Supporting the maintenance of registers under the responsibility of the Data Protection Office (i.e., Register of processing activities, Data Breach Register, etc.);
- Assisting with matters related to data protection compliance and documentation, including providing opinions and advice to eu-LISA services on processing personal data (i.e., Record of processing, DP analysis etc.);
- Performing administrative tasks related to the data protection area and provide general support on the day-to-day activities.

Profile B: Legal

The Legal Sector provides general counsel services and oversees all legal matters of eu-LISA, including, but not limited to issues related to human resources, public procurement, contract management, access to documents and corporate governance.

Under the supervision of a tutor, you are expected to follow-up on the following tasks:

- Supporting the daily work of the Legal Officers in managing the various tasks assigned to the Legal Sector;
- Monitoring regularly the developments of the European Union case-law and the legislative framework applicable or pertaining to eu-LISA activities (in particular the new eu-LISA Regulation and the legislation related to the large-scale IT systems) and creating summaries upon requests by the Legal Officers;
- Carrying out research on legal issues concerning eu-LISA's field of competence;
- Support the Legal Officers in handling administrative tasks (such as preparation of procurement procedures to establish contracts with external lawyers and drafting internal notes);
- Providing aid in archiving the numerous files passing through the review of the Legal Sector;
- Providing tailored background notes for internal and external (if applicable) reporting purposes as well as visibility and follow-up cover;
- Performing other related duties as required by the Legal Sector.

Profile C: Security Policy and Coordination

The Security Unit is responsible for end-to-end security tasks in the Agency. This includes the security of the systems operated by the Agency, the protection of staff, premises and information. The Unit is also responsible

for Business Continuity throughout a framework of policies, procedures and the organisation of related resources, to achieve the required uninterrupted level of services.

Under the supervision of a tutor, you are expected to support the Security Unit in the following tasks:

- Assisting with the implementation of security and business continuity awareness and outreach activities, including review and update of communications, visual material and other related content;
- Supporting with the preparation and implementation of the Security Awareness and Training Framework;
- Working closely with other colleagues on different projects and cross-cutting themes;
- Assisting in the collection of business requirements and providing daily and weekly updates during the Unit's meetings;
- Assisting in the organisation of security and business continuity related meetings and events with internal and external counterparts (e.g., drafting meeting agenda, preparing briefing notes and presentations on security and business continuity matters, registering updates and assisting in the follow-up communication exchanges);
- Supporting with the drafting and review of security, business continuity and health and safety related information, e.g., policies, procedures, guidelines;
- Assisting the Security Unit in raising its visibility and the overall security culture in the Agency, by bringing security awareness into internal and public knowledge.

Profile D: Governance and Stakeholder Management

The Business and Stakeholder Relations Unit (BSU) is composed of the Governance and Stakeholder Management Sector, the Communication Sector and the Business Relations Management Sector. BSU is responsible for supporting and managing relations with eu-LISA Governance Bodies, the European Union and national stakeholders.

Under the supervision of a tutor, you are expected to support the Governance and Stakeholder Management Sector (GSMS) in activities mainly relating to eu-LISA's Management Board Secretariat and Policy teams, in particular:

- Contributing to the planning and organisation of meetings (physical, video conference or hybrid) of the governance bodies (including the Management Board, Programme Management Boards, Advisory Groups and the various Working Groups) and meetings organised by the policy team (including official visits).
- Contributing to the organisation of workshops and conferences, namely by assisting eu-LISA's Conference team.
- Taking meeting minutes and preparing the related summaries to be shared with participants;
- Supporting the drafting of reports whilst consolidating the information received from other stakeholders;
- Coordinating the annual declaration of interest and statement of commitment exercise of the eu-LISA governance bodies;
- Managing information and procedures, using the applicable IT tools (e.g., Word, SharePoint, PowerPoint, Excel) to update the necessary folders, documents and users;
- Coordinating SharePoint user support and registration of new members internally and externally;
- Supporting GSMS with hosting any other visits to eu-LISA's headquarters as requested;
- Supporting GSMS with other administrative tasks requiring internal and external consultations.

Profile E: Human Resources – Talent Acquisition and Personnel Administration (2 posts)

The Human Resources Unit (HRU) is responsible for designing and implementing eu-LISA's Human Resources Strategy, policies and administrative decisions in the areas relating to human resources management, the implementation of the competency framework and the professional development of staff to achieve strategic goals of the Agency. The Unit encompasses the Personnel Administration Sector and the Talent Management Sector.

In the Personnel Administration Sector, under the supervision of a tutor, you are expected to perform the following tasks:

- Improving and streamlining HR processes related to wellness initiatives and employees' benefits (e.g., FIT programme, nursery allowance, etc.);
- Assisting with tasks related to the research, planning, and implementation of Diversity & Inclusion initiatives;
- Providing support in the drafting of documents (e.g., data protection notices);
- Storing and migrating documentation to the Sector's SharePoint space.

In the Talent Management Sector, under the supervision of a tutor, you are expected to carry-out tasks primarily linked to the Talent Acquisition Service:

- Assisting with the organisation of selection procedures on a day-to-day basis for Temporary and Contract Staff, from drafting vacancy notices to the establishment of reserve lists/talent pools in close collaboration with the Selection Coordinator, hiring managers and Selection Committee members;
- Supporting the internship programme team with running the eu-LISA's internship programme from attraction to departure;
- Organising and scheduling interviews for recruitments to ensure the best fit between proposed candidates and job openings;
- Providing support with coordinating the overall pool of candidates successfully included in a reserve list, identifying candidates from the existing pool for the hiring manager's review;
- Drafting correspondence and preparing documents for recruitment and selection workflows while maintaining meticulous and up-to-date recruitment records;
- Developing a hands-on understanding of the Agency's business needs and related profiles;
- Supporting Employer Branding initiatives to position the Organisation as an employer of choice;
- Contributing to the design and implementation of current and future HR IT tools (e.g., e-recruitment platform, written test platform, pre-recorded interview tool), and staying abreast of technological advancements to enhance the candidate and overall employee experience;
- Support the Talent Acquisition Service with various digitalisation projects and initiatives;
- Supporting the Talent Management Sector with any other projects/initiatives/agile working groups.

Profile F: Research and Development

The Strategy, Capabilities and Coordination Unit (CCU) comprises two sectors and is responsible for strategic and operational planning, drafting and coordinating Annual and Multi-Annual Work programs as well as related corporate reports. It drafts procedures, decisions, strategies, programmes and other documents that the Executive Director presents to the Governing Bodies of the Agency for adoption. Moreover, the Unit is responsible for the statutory reporting of the Agency, monitoring developments in research and to provide training on the large-scale IT systems to the Member States.

You will be allocated to the Capability Building Sector in the R&D team. Under the supervision of a tutor, you are expected to carry out the following tasks:

- Supporting research and technology monitoring by conducting desk research on a range of technologies relevant to the core business of the organisation;
- Engaging in internal research activities by conducting data gathering and analysis;
- Supporting research and technology monitoring by organising workshops;
- Assisting in the organization of meetings and events with internal and external counterparts (e.g., drafting meeting agenda, preparing briefing notes, supporting for the logistics, drafting minutes, preparing presentations), including the public events organised by the Agency, in particular the industry events;
- Supporting the drafting and review of internal policies, reports, guidelines, procedures developed and implemented by the Capability Building Sector;
- Supporting in the management of the library, updating and further developing the intranet page of the Capability Building Sector;
- Other tasks and responsibilities entrusted by the Tutor or immediate superior, which may include other administrative tasks.

Profile G: Corporate Services – Sustainable Building solutions

The General Services Sector (GESS) ensures the efficiency of eu-LISA's operations by providing timely and high-quality corporate support related to missions, facilities, logistics, and supply management services for its two sites in Strasbourg (France) and Tallinn (Estonia), including the Liaison Office in Brussels (Belgium).

In addition, GESS also oversees the Occupational Health and Safety function and spearheads the Agency's environmental sustainability commitments.

Under the supervision of a tutor in GESS, you are expected to perform the following tasks:

- Assisting in the preparation of an action plan supported by market research following the energy saving solutions audit;
- Conducting efficiency analyses using AI (Jenny) in the building management system (BMS) project;
- Follow-up on the BMS review and provide proposals for improvement;
- Drafting the waste sorting policy and the implementation plan for the Agency Headquarters;
- Collecting and presenting information about new technologies relating to energy savings in the office buildings and data centres;
- Supporting the sector in the preparation of workshops under the General Services domain;
- Other tasks and responsibilities entrusted by the Tutor or immediate superior, which may include additional administrative tasks.

Profile H: Liaison Office

The Liaison Office (LIOS) reports directly to the Executive Director and is responsible for monitoring all legislative, policy and strategic developments directly related to the mandate of the Agency, for policy analysis and for interacting with the EU Institutions, other EU bodies and Member States Permanent Representations, in Brussels

Under the supervision of a tutor, you are expected to contribute to the following tasks:

- Liaising and supporting working relations and cooperation with the Member States and Associated countries, European Commission, Council, European Parliament and other EU bodies, as well as with relevant EU Agencies and other relevant stakeholders;
- Facilitating eu-LISA dialogue with international institutions and NGOs relevant to the mandate of eu-LISA;
- Supporting the analysis and contributing to advise eu-LISA, as appropriate, on legislation, policies and strategies of the European Union, which are relevant to the mandate and work of the Agency;
- Preparing Briefing notes and other relevant materials to support the work of eu-LISA's Management;
- Providing support in organizing and facilitating events for relevant stakeholders to promote the visibility of the Agency and develop further partnerships;
- Organising and attending the visits of eu-LISA's staff to Belgium and brief them on the issues related to the political/Institutional developments relevant to eu-LISA;
- Representing the Agency in the various formal and informal meetings at institutional level and other relevant stakeholders by sharing the views of the Agency and contributing to increase the visibility of the Agency vis-a-vis stakeholders.
- Contributing to the improvement of internal awareness by preparing reports resulting from those meetings and disseminating them accompanied of the relevant documents to eu-LISA's Management and any other relevant staff.

Profile I: Communications

The Communication Sector (COMS) is part of the Business and Stakeholder Relations Unit and performs the Agency's strategic communication function through integrated communication activities targeted to both external and internal stakeholders. The sector ensures timely, structured and transparent information sharing it on a daily basis through dedicated campaigns and other means, in case of crisis. COMS contributes to enhancing the awareness and visibility of the Agency and to ensure consistent reputation-building in line with coherent branding. The sector manages and supports the development of eu-LISA public website, satellite websites, social media channels, and internal communication channels.

Under the supervision of a tutor, you are expected to support the COMS team in activities mainly relating to the preparation and sharing of eu-LISA visuals and on-line communication. In particular:

- Supporting the daily work of the Head of Communication Sector;
- Providing inputs to the communication products of the Agency: publications, videos, visuals, infographics, presentations, digital;
- Contributing to the preparation of visualised content for the corporate website of the Agency;

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- Contributing to the planning, production and publication of social media content for the Agency and eu-LISA's senior management;
- Supporting the coverage of eu-LISA events (video recordings, photo taking);
- Drafting reports, notes, letters, presentations and minutes;
- Participating and supporting in the organisation of events and workshops related to the Communication function;

To conduct the tasks described above, the ideal candidate should have a good knowledge (or the ability to quickly acquire it) of:

- Data analytics and visualisation software (e.g., Tableau or similar);
- Graphic design platforms (e.g., Canva, Adobe Suite or similar).

Profile J: Contract Management

The Procurement and Contract Management Unit is responsible for the overall coordination and support of the Agency's procurement of goods, services, works and the management of the resulting contracts to ensure compliance with the applicable rules, regulations and procurement principles. The Unit includes the Procurement sector and Contract Management sector (CMAS).

Under the supervision of a tutor, you are expected to primarily support CMAS in the following tasks:

- Creating and implementing contract/service requests;
- Following up on license procurement and management;
- Ensuring an overview of the contractors' performance with the support of the project managers;
- Contract monitoring;
- Other tasks related to the activities performed in the relevant Sectors, as instructed by the Head of Sectors.