

Internship Notice: Support Functions (HR, Legal, Security, R&D, Stakeholder Management), Ref. eu-LISA/23/INT/SF

Post:	Support Functions (HR, Legal, Data Protection, Security, R&D, Stakeholder Management, Facilities)
Sector/Unit/Department:	Multiple units
Type of contract:	Paid Internship
Internship duration:	6 months (with the possibility of extension, 12 months total)
Monthly grant¹:	1,710.43 EUR for Tallinn 1,817.67 EUR for Brussels 2,101.23 EUR for Strasbourg
Location:	Strasbourg, France/ Tallinn, Estonia/ Brussels, Belgium
Starting date:	1 November 2023
Closing date for applications	24 July 2023 ² 12:00 France / 13:00 Estonia

1. INFORMATION ABOUT THE AGENCY

Candidates are invited to apply for the above-mentioned post at the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (hereinafter referred to as

¹ Indicative calculation per location (Tallinn, Brussels and Strasbourg) for 2023.

² Date of publication: 26 June 2023

“eu-LISA” or “Agency”). eu-LISA was established in 2011 and its revised Regulation³ entered into force on 11 December 2018.

The seat of eu-LISA is Tallinn, Estonia. Tasks related to development and operational management of the current and future systems are carried out in Strasbourg, France. The Agency also has a backup site in Sankt Johann im Pongau, Austria and a Liaison Office in Brussels, Belgium.

The core task of eu-LISA is to ensure the effective, secure, continuous operation and evolution of the current large-scale IT-systems already under its responsibility and, as well, for the design, development and operational management of the future large scale IT systems, in accordance with the respective legal bases. The Agency is also responsible for taking the necessary measures to ensure the security of the systems and the security of the data therein.

Beyond these operational tasks, eu-LISA is responsible for reporting on the usage and the performance of the IT systems it operates, organising specific training sessions on the technical use of the systems, implementing pilot schemes upon specific and precise requests of the European Commission and the monitoring of research relevant for the operational management of the systems.

Further information about the Agency can be found on the eu-LISA website [here](#).

eu-LISA is a multicultural environment and wants its people to feel part of a cohesive team, fairly treated, respected, valued, empowered and involved. We work together for a common goal – to make the EU a safer place. As our organisation is growing rapidly, there are plenty of growth opportunities in terms of new projects and learning activities in which you can be involved. We take pride in our collaborative work atmosphere, where each individual's opinion matters.

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: Tallinn, Estonia)

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

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

³ Regulation (EU) No 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 (hereinafter referred to as the “eu-LISA Regulation”).

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

Profile E: Human Resources (place of assignment: Tallinn, Estonia)

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

Profile G: Facilities & Logistics (place of assignment: Strasbourg, France)

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

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 applications⁴;
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 C1⁵.
- You are covered in the event of illness or accident by a national social security scheme or a private insurance policy.⁶ (The [European Health Insurance Card](#) is accepted).

4. SELECTION CRITERIA

Professional experience and knowledge:

- Have a degree in a field relevant to one or more of the internship profiles advertised (e.g., Law⁷, International relations, Political or Security sciences, European studies, Information Technology, Human Resources, Communications, etc);
- Knowledge and/or experience related to the tasks of the internship profiles(s);

⁴ The selected candidate(s) must provide copies of certificates or declarations from the relevant University.

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

⁶ 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.

⁷ 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.

- Knowledge of Microsoft Office applications (Excel, Word, PowerPoint, Outlook);

Personal qualities

- Ability to act with integrity, demonstrating sound ethical principles at work and respecting the rules on professional secrecy;
- 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 profiles depending on the needs and budget availability 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: eulisa-INTERNS@eulisa.europa.eu

8. INTERNSHIP CONDITIONS: REMUNERATION AND BENEFITS

The Internship is expected to start on 1 November 2023 and 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 correction coefficient⁸ of 115,6% for Strasbourg, France 94,1% for Tallinn, Estonia and 100% for Brussels, Belgium.

Interns are solely responsible for the payment of any taxes due on grant received from eu-LISA by virtue of the laws in force in the 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 nineteen (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 the eu-LISA Internship Policy, available on the website of eu-LISA:

<http://www.eulisa.europa.eu/JobOpportunities/Pages/Internships.aspx>

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

The selection procedure is conducted under the responsibility of the 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.

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.

⁸ The correction coefficient is subject to a regular update.

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 to a vacancy 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 the professional competencies' criteria section in the eRecruitment platform.

The closing date for submission of applications is 24 July 2023 at 12:00 France Time.

Candidates are strongly advised not to 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, the Intern is expected to follow-up on the following tasks:

- Drafting new and updating existing documentation, presentations and templates for data protection related meetings, procedures and policies as needed;
- Supporting controllers with the creation and maintenance of records, data breaches reports, etc;
- Supporting with the maintenance of registers under the responsibility of DPO (Records, Breaches, ...);
- Supporting DPO in raising awareness among controllers in eu-LISA;
- Carrying out administrative tasks related to the data protection area of eu-LISA and provide general support to the Data Protection Officer.

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, the Intern is 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;
- Supporting 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

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, the Intern is expected to support the Security Unit in the following tasks:

- Supporting 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 material, e.g., policies, procedures, guidelines;
- Assisting the Security Unit in raising its visibility, by bringing security awareness into internal and public knowledge.

Profile D: Executive Support and Stakeholder Management

The Executive Support and Stakeholder Relations Unit (ESU) is composed of the Stakeholder Management and Support Sector (SMAS) and the Communication Sector. ESU is in charge of supporting and managing relations with the eu-LISA Governance Bodies, European Union and national stakeholders.

The Intern will be allocated to the Stakeholder Management and Support Sector within ESU.

Under the supervision of a tutor, the Intern is expected to support the SMAS team in the activities mainly relating to eu-LISA chairmanship of the Justice and Home Affairs Agencies' Network (JHAAN) in 2024, in particular:

- Practical planning and organisation of the meetings (physical, VC or hybrid) of the JHAAN Contact Points, the Working Groups as well as the Heads of JHA Agencies meeting;
- Organising workshops and conferences related to the eu-LISA JHAAN Presidency priorities;
- Acting as one of the points of contact for the other JHA Agencies as regards the practicalities related to the participation in the meetings/events;
- Preparing the JHAAN meetings (including the prior distribution of the necessary meeting materials) and performing the related organisational and logistical tasks;
- Taking minutes of the meetings and preparing the related summaries to be shared with participants;
- Supporting the drafting of reports whilst consolidating the information received from other Agencies;
- 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 SMAS with the hosting of any other visits to eu-LISA headquarters as requested;
- Supporting SMAS with other administrative tasks requiring internal and external consultations.

Profile E: Human Resources

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. The Intern will be allocated to the Personnel Administration Sector within HRU.

Under the supervision of a tutor, the Intern is 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.

Profile F: Research and Development

The Governance and Capabilities Unit (GCU) is responsible for strategic and operational planning, drafting and coordination of Annual and Multi-Annual Work programs and related corporate reports. It drafts procedures, decisions, strategies and programmes and other documents that the Executive Director presents to the Governing Bodies of the Agency for adoption. Moreover, the Unit monitors developments in research and is responsible for the statutory reporting of the Agency.

GCU comprises three Sectors: Planning and Corporate Affairs, Capability Building and Service and Process Management. The intern will be allocated to the Capability Building and Service Sector, in the R&D team.

Under the supervision of a tutor, the Intern is expected to perform 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: Facilities & Logistics

The General Services Sector (GESS), one of the sectors within the Corporate Services Unit, 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 its 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, the Intern is expected to perform the following tasks:

- Supporting all activities related to the tasks performed in General Service Sector especially for facilities and logistics management;
- Supporting the Logistic team on furniture and office supplies storage management including improvement actions, Inventory and in/out process review;
- Supporting the facilities team daily activities to ensure proper maintenance of the building including but not limited to hosting and supervising contractors;
- Assisting the team in overseeing the daily office operational matters.

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, the Intern is 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.