

Internship Notice: IT related profiles (Artificial Intelligence, Business Analyst, IT Development, Cybersecurity, Project Management), Ref. eu-LISA/23/INT/ IT

Post:	IT related profiles (Artificial Intelligence, Business Analyst, IT Development, Cybersecurity, Project Management)
Sector/Unit/Department:	Multiple units
Type of contract:	Paid Internship
Internship duration:	6 months (with the possibility of extension, 12 months total)
Monthly grant:	2,101.23 EUR ¹
Location:	Strasbourg, France
Starting date:	1 November 2023
Closing date for applications	24 July 2023 ² 12:00 France Time / 13:00 Estonia Time

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

¹ Indicative calculation for 2023.

² Date of publication: 26 June 2023

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").

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: Project Management/ Vendor and Contract Management

Profile B: IT Development

Profile C: Business Relations Management (Business Analyst role)

Profile D: Cybersecurity & Information Security

Profile E: Artificial Intelligence

Profile F: Project Management Office (Quality Assurance role)

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., Information Technology, Computer Science, Data Science, Public Relations, Business Administration, etc)
- Knowledge and/or experience related to the tasks of the internship profiles(s);
- Knowledge of the 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

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.

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 coefficient of 115,6% for Strasbourg, France.⁷

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 amount 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.

⁷ The correction coefficient is subject to a regular update.

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 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.

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.

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.

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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: Project Management/ Vendor and Contract Management

The internship is placed within the Programme and Project Delivery Unit that is composed of three (3) sectors: Project Management Sector A, Project Management Sector B and Vendor and Contract Management Sector.

Under the supervision of a Tutor and with the overall reporting capacity to the Head of Unit, the Intern is expected to provide support in one and/or both areas:

- Support the project managers in project execution, specifically in the:
 - Follow-up on project deliverables with the respective teams (internal and external);
 - Set up and coordination of project progress meetings;
 - Preparation of documentation and minutes;
 - Follow-up on project compliancy aspects by implementing the guidelines from EPMO and DPO;
 - Ensure standardization across project execution within the unit, quality assurance and project reporting with the required tooling;
 - Organisation of trainings.
- Support Vendor and Contract Management in the:
 - Follow-up on the creation and implementation of contract/service requests;
 - Follow-up on license procurement and management;
 - contractor performance overview with support of the project managers.

Profile B: IT Development

The internship is placed within the Architecture Sector, one of the four sectors of the Planning and Standards Unit. The sector is responsible for providing a detailed framework and guide to build large-scale IT systems by establishing a series of principles, guidelines or rules used to direct the process of acquiring, building, modifying and interfacing IT resources throughout the Agency. Its activities include Enterprise Architecture, Solution and Technical Architecture.

Under the supervision of a Tutor and with the overall reporting capacity to the Head of Unit, the Intern is expected to:

- Provide support in the understanding and scrutiny of the technical work of contractors;
- Have a clear understanding and be prepared to support with software/application development/programming and performing code review if necessary;
- Assist architects with insights of new technologies;
- Maintain effective information sharing and co-operation with relevant stakeholders;
- Contribute to the timely preparation of documents and reports;
- Undertake other technical support tasks as necessary.

Profile C: Business Relations Management (Business Analyst role)

The internship is placed within the Business Relations Management Sector, one of the four sectors of the Planning and Standards Unit. The sector is responsible for providing links between eu-LISA and stakeholders at strategic and tactical levels in order to ensure that the Agency (as service provider)

understands the stakeholder business requirements and demands and is able to provide services that meet those needs.

Under the supervision of a Tutor and with the overall reporting capacity to the Head of Unit, the Intern is expected to:

- Provide support to the sector in the organisation and analysis of information from various data sources (meeting minutes, legal texts, etc) and converting it to business use cases and business requirements;
- Assist the sector in the organisation of meetings with stakeholders and the preparation of the associated material;
- Support the sector in the follow-up of internal action lists.

Profile D: Cybersecurity & Information Security

The intern will contribute to the work of two of the four sectors within the Security Unit: Cyber Security Operations and Information Security and Assurance Sector.

The Security Unit is responsible for the Agency's end-to-end security tasks. This includes the security of the IT systems the Agency operates, the physical security of its premises, the security of its personnel and assets, as well as security related to its outsourced activities.

Under the supervision of a Tutor and with the overall reporting capacity to the Head of Unit, the Intern is expected to provide support in:

- Drafting security policies, standards and guidance documents;
- Security risk management based on the ITSRM2 methodology and tools;
- Security monitoring and event analysis, including the drafting of procedures and playbooks;
- Security incident management processes, including the drafting of procedures and playbooks;
- Technical vulnerability management, including the drafting of procedures and playbooks;
- Secure configuration and hardening, security engineering and security solution management activities, including the drafting of security documentation;
- The implementation of reporting, communication and outreach activities;
- All activities related to the tasks performed in the relevant Sectors, as instructed by the Head of Sectors.

Profile E: Artificial Intelligence (AI)

The internship is placed within the Planning and Standards Unit. The unit is responsible for operational planning, enterprise and IT architecture, as well as business relations management and product management. Under the supervision of a Tutor and with the overall reporting capacity to the Head of Unit, the Intern is expected to:

- Conduct research and stay up-to-date with the latest advancements and trends in AI;
- Assist in documenting and presenting project findings and results;
- Collaborate with the AI related staff to gather and analyse trends and data on AI;
- Collaborate with cross-functional teams to understand business requirements and provide AI-driven solutions;
- Participate in team meetings and brainstorming sessions to contribute with ideas and insights;

- Collaborate with team members on data pre-processing, feature engineering, and model optimization.

Profile F: Project Management Office (Quality Assurance role)

The internship is placed within the EPMO sector. This sector's mission is to integrate and monitor all eu-LISA's projects and contribute to the internal governance of the Agency.

Under the supervision of a Tutor, the Intern is expected to:

- Contribute to maintain and follow-up as necessary in the Project Management area;
- Process collateral documentation as well as EPMO process in order to keep it aligned with internal control standards, relevant internal processes and needs of the Agency;
- Perform, under guidance of the Head of the EPMO Sector, quality assessments of projects/programs delivered in the Agency;
- Organize and performing necessary quality assurance tasks of projects/programs within their lifecycle;
- Ensure that project/program managers in the Agency receive adequate support and have the necessary toolset to implement their duties;
- Provide support with the extraction and collection of data from different sources. Assisting in the analysis and structuring of data, and compiling periodic updates to management;
- Facilitate the Project Management process by acting as a central point for lessons learned, templates, best practices and estimation techniques;
- Support project/program managers in resource planning ensuring that resource dashboard(s) are updated regularly.