



VACANCY NOTICE - CONTRACT AGENT

Job title	Business Architect – HR Transformation
Reference	EC-2026-HR-528600
Application deadline	30-10-2026 - 12.00 (noon, Brussels time)
Directorate-General	Human Resources and Security (DG HR)
Unit	Unit HR.03 - HR Digital Solutions & Business Process Efficiency
Place of assignment	Brussels
Domain	Information Technology
Contract type and Function Group	Contract Agent 3b FG IV

About us

The Human Resources and Security Directorate General (DG HR) oversees recruitment policy, training and career management, social policies and working conditions for Commission staff. It is also responsible for keeping buildings and employees safe and secure, making sure that work continues during crises and dealing with online security.

Unit HR.03 plans and coordinates the evolution of the corporate HR Information Systems, notably SYSPER (internal IT tool). We ensure these solutions align with the Commission's HR strategic vision and values.

We are a professional, friendly and welcoming team committed to making the HR strategy a reality. With a diverse range of talents and expertise, we foster an inclusive and cooperative work environment. Joining our unit means becoming part of a collaborative team, where colleagues strive to make a positive impact on EU Institutions and are prepared to go the extra mile to deliver results.

Acting as the primary liaison between DG HR (Directorate-General for Human Resources and Security) and DIGIT (Directorate-General for Digital Services), we oversee joint planning for IT development in HR policy areas. Additionally, Unit HR.03 manages relationships with various stakeholders, including business units within DG HR and other members of the HR Family, such as a growing number of EU institutions and agencies utilising the Commission's HR solutions.

Furthermore, the unit plays a pivotal role in the HR Digital Transformation programme. This programme seeks to revolutionise the Commission's current HR IT landscape and that of its partners. This ambitious transformation aims to establish an HR IT platform that will spearhead the implementation of the HR Strategy.



About the role

To support the unit's activities, we propose a position for a **Business Architect** who will coordinate and execute functional and interinstitutional analysis for the HR Transformation (HRT) solutions.

The jobholder will provide key support to the HR business architecture practice, acts as a bridge between business and technology, develops capability maps and other artefacts, helps in the operationalisation of HR strategy, and assists in the technology enablement of core capabilities and value streams.

The successful candidate will work under the supervision of the Head of Sector in charge of Architecture, in close cooperation with colleagues in the unit, DG HR stakeholders, DG DIGIT and interinstitutional partners. The jobholder will contribute to the smooth handling of functional architecture, gap analysis, HR process optimization, and the follow-up of HR Architecture Office governance activities.

The possible lists of tasks could cover:

- Actively participate in HR Architecture Office operational processes, coordinating architectural governance tasks, tracking action items, and ensuring alignment between HR business needs and IT supplier.
- Analyse how the HR processes, definitions, principles, practices are implemented by the different EU organisation with a view of supporting the use of the HR IT platform.
- Identify viable business solutions, translate them into technical specifications and assist with their technical implementation.
- Define use cases and test scenarios on different technical environments.
- Support the change request process and analyse change requests to meet business requirements.
- Support the development and maintenance of the architecture blueprint for the HR IT platform
- Support the production of solution architecture documents for projects and change requests.
- Develop and deliver business-oriented documentation, training and coaching sessions.
- Analyse business processes and propose options implementation and for automation/ simplification in line with the capabilities and standards offered.
- Initiate and contribute to projects and continuous improvement initiatives.
- Interact with multiple stakeholders inside the DG, with the rest of the HR family, with DIGIT and with other EU organisations.



- Assist with the design of targeted modules of the HR Transformation programme, which is partly developed using ServiceNow.

Qualifications, experience and skills

We are looking for a candidate with proven experience in business analysis, functional process mapping, and IT system architecture implementation, ideally with at least **5 years** of relevant professional experience.

The successful candidate should demonstrate:

- Good knowledge of business analysis methodologies, gap analysis, and HR process optimization
- Good understanding of enterprise architecture principles and ServiceNow solution environments
- Experience in translating business requirements into clear technical specifications for IT suppliers with accuracy and reliability
- Strong organisational skills and the ability to manage multiple tasks, architectural reviews, and project deadlines in a structured manner
- Very good analytical, drafting, and communication skills to bridge business needs and IT architecture
- Good interpersonal skills, working well both independently and in a collaborative, interinstitutional team environment
- Experience with IT tools used for process mapping, application dependency analysis, and document management would be an advantage
- A very good command of spoken and written English, with knowledge of French being an asset

How to express your interest?

You should send your documents in a single pdf in the following order:

1. Your CV
2. Completed application form

Please send these documents by the publication deadline to HR-MAIL-03@ec.europa.eu indicating the selection reference **EC-2026-HR-528600**

Eligibility

For eligibility, please consult [this page](#) with all the information needed.