VACANCY NOTICE FOR TEMPORARY AGENT SELECTION

Job title (same as on the job description)	**INFORMATION RESOURCES MANAGER (IRM) (AST)**
Reference	**JUST/COM/2026/2088**
Application deadline	08.12.2026 - 12.00 (noon, Brussels time)
Directorate-General (full name)	Directorate-General Justice and Consumers (DG JUST)
Unit	JUST.H.4 – IT, Document and Knowledge Management
Place of assignment	Brussels
Grade range	AST1/3
Domain	Support Staff
Contract type	Temporary Agent 2b

About us ("We are")

The mission of the Directorate-General for Justice and Consumers (DG JUST) is to vindicate and strengthen the rights of people living in the European Union, whether they are acting as citizens, as entrepreneurs, as consumers or as workers, wherever they are in the EU. Our policies are based on Europeans' core values and principles - freedom, democracy, rule of law, equality, tolerance, and respect for human rights.

The mission of Unit H4 is: IT development and maintenance, design and implementation of knowledge and document management policies, data protection compliance coordination and logistics management, in close collaboration with Commission horizontal services and domain leaders.

This translates into:

- Development and maintenance of the portfolio of IT systems according to Commission standards and architectures, upholding quality and information security criteria;
- Logistics and management of IT infrastructure resources of both DG JUST and DG HOME (Directorate-General for Migration and Home Affairs);

- Implementation of the Local Security Officer (LISO/LSO) policies in DG JUST and DG HOME;
- Coordination of Business Continuity Plan (BCP) arrangements of DG JUST;
- Support for the Document Management corporate policy implementation, and further develop DG JUST's knowledge management strategy;
- Coordination of Data Protection application in both DG JUST and DG HOME;
- Recommendations and legal advice on Intellectual Property Rights (IPRs);
- Support with the assignment of the President and Vice-President mails, and complaints;
- Attributions within DG JUST and DG HOME of the paper mail for the Directors General.

About the role ("We propose")

We offer an interesting and varied role as the Information Resource Manager (IRM) working for both DG JUST and DG HOME.

This position would make you the key player with respect to the horizontal services in the Commission: DG DIGIT (Directorate-General for Digital Services) for IT and 0IB (Office for Infrastructure and Logistics) for logistic infrastructure. You will be responsible for the digital and physical workplace of over 1100 colleagues working in 3 buildings of the Commission.

We offer a friendly and supportive working environment where positive contributions and collegiality are valued and where the ability to work in a proactive and autonomous way is encouraged and highly appreciated.

Qualifications, experience and skills ("We look for")

We are looking for a resourceful, service-oriented person with a strong sense of responsibility and accuracy.

The successful candidate should have excellent inter-personal, coordination and planning skills with a strong focus on quality and an eye for detail to handle key responsibilities such as:

- Overseeing and coordinating at least one major office re-organisation every other year, affecting office space allocation and office automation infrastructure (e.g., common drives, functional mailboxes). Both DG JUST and DG HOME are set to move to be relocated in the near future.

- Implementing and coordinating the Commission Digital Strategy for DG JUST and DG HOME, focusing on the required infrastructure for in-house developers and collaborating with approximately 140 service providers and external IT companies over five major contracts.
- Serving as the daily focal point in relations with DIGIT, ensuring that requests are fulfilled according to SLAs (Service Level Agreements) and agreed KPIs (Key Performance Indicators), and performing analysis and approval of requests within the local IRM team's responsibility.
- Capacity to handle at times a substantial workload and efficiency under the pressure of strict deadlines is required.

The successful candidate will also need to be able to interact at different levels of hierarchy: with Directorates and units within DG JUST and DG HOME, as well as other services such as DG DIGIT and OIB.

Good and clear communication skills are a must.
Fluency in English is required, and so is a good command of French.

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 JUST-H4@ec.europa.eu indicating the selection reference **JUST/COM/2026/2088** in the subject.

No applications will be accepted after the publication deadline.
Only candidates selected for the next step of the selection phase will be notified.

Eligibility

Please review this page to ensure that you are eligible before you apply.