



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



IT PROJECT ASSISTANT

DG CLIMA of the European Commission

Selection reference: CLIMA/COM/2023/2788

Domain: Information Technology

Where: Unit CLIMA.E.3 - „Climate Information Systems”, Brussels

Staff category and Function Group: Temporary agent 2b – IT Project Assistant

Grade: AST 1 - 4

Publication deadline: 15.01.2024 - 12.00 (Brussels time)

WE ARE

A highly motivated team of around 65 IT experts including business analysts, security experts, developers, architects and managers. Our mission is to implement, maintain and expand a mission critical IT system that support DG CLIMA’s mission and program. One of the largest platforms in our portfolio is EU Emissions Trading System (EU ETS), the biggest emissions trading market in the world. The EU ETS works on the 'cap and trade' principle. A cap is set on the total amount of certain greenhouse gases that can be emitted by installations covered by the system. The cap is reduced each year so the total emissions fall. Within the cap, companies receive or buy emission allowances, which they can trade with one another as needed.

The ETS operations are centralised in a single Registry, called the Union Registry. It holds accounts for more than 15,000 operators from the power sector and energy intensive industry, including the aviation sector. The national administrators in Member States manage the participants to the EU ETS and their accounts, while DG CLIMA as the Central Administrator is responsible for providing the centralised infrastructure, operating and further developing the Union Registry in a changing policy and security environment.

Unit CLIMA.E3 is responsible for developing and operating the Union Registry and other information systems supporting the EU ETS. We strive to offer high quality services to the Member States, while providing a highly secure infrastructure for the market players. As the Commission’s ambitions grow and DG CLIMA’s mandate expands, we will be implementing more and more capabilities and systems supporting the European Green Deal, Fit For 55 and other policy initiatives.

WE PROPOSE

The position will consist of leading technical work streams in relation to the implementation of the Union Registry’s systems, will oversee the planning and coordination of external service providers and will coordinate the delivery of finished IT products through different contractual means (fixed-



priced or quoted-time & means contracts). The Union Registry is an information system in constant evolution, implementing several projects in parallel each year. The candidate is expected to play a key role in the conceptualisation, design, development and rollout of those projects. To this end, the new colleague will count on direct management of development resources, but will also coordinate technical activities in cooperation with the contractual partners responsible for developing specific modules or applications and with DG DIGIT (Digital Services Directorate of the Commission) when it relates to the infrastructure. It is expected that the candidate would continue the good relations with the stakeholders (DG DIGIT, contractors), and contribute to the formal meetings with the Member States and international representatives on further developments and improvements.

She/he will be responsible for making technical choices for changes and new developments in cooperation with the DG CLIMA IRM, DG DIGIT and the contractual partners. She/he will also play a key role in managing the implementation of these projects.

WE LOOK FOR

Unit E3 of DG CLIMA is seeking to hire a highly motivated Assistant IT project manager within the EU ETS Registry Team with a technical background in software development projects as well as some experience in IT project management, who possesses good analytical capabilities and good drafting skills.

We are looking for a colleague with a mature sense of responsibility and attention to detail. Experience in working on complex, large-scale projects and software development methodologies are required.

The ideal profile for the job is:

- a strong technical background in web application architecture and design (preferably J2EE) – experience of at least 3 years
- experience with IT project management (at least 2 years)
- experience with secure development principles and a security-oriented approach would also be an asset (ideally 3 years or more)
- knowledge of European Commission environment (e.g., hosting infrastructure at DG DIGIT) would be a strong asset
- certification in the Commission's project management approach (PM2) or equivalent methodologies (e.g., PMI, Prince2) would be considered a plus.

The jobholder must be able to work with a degree of autonomy and also be a good team player. She/he must be prepared to work with tight deadlines in certain cases.

Strong organisational skills, readiness to adapt quickly to a new working environment, advanced computer literacy, excellent drafting and presentation skills are also required.



Considering the nature of the accesses and the sensitivity of the post, the jobholder will be asked to start the process for being granted an EU security clearance.

Excellent oral and written command of English is essential.



HOW TO EXPRESS YOUR INTEREST?

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

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to Javier.CACERES@ec.europa.eu indicating the selection reference CLIMA/COM/2023/2788 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission. Candidates are required to undergo a security vetting that is conducted with the national administration of the Member State.

➤ **Type of contract and working conditions**

The place of employment will be in **Brussels**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 1 to 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.