



## **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](https://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](#).



# Real Estate – Project Manager

## in the Office for Infrastructure and Logistics in Brussels of the European Commission

**Selection reference:** COM/2024/3 – Job no. 436286

**Domain\*:** Buildings and supplies

**Where:** OIB.RE.1.001, Brussels

**Staff category and Function Group:** Temporary Agent 2B/2D – Administrator

**Grade:** AD5-AD7

**Publication deadline:** 13/02/2024 – 12.00 hours (Brussels time)

### WE ARE

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The Office for Infrastructure and Logistics – Brussels (OIB) is responsible for facility management of the Commission buildings in Brussels and the management of social infrastructures in Brussels and at the JRC site in Ispra.

The mission of OIB is to ensure a functional, safe and comfortable workplace for Commission staff and to provide high quality support services, based on a client-oriented approach in an environmentally friendly and cost-effective way.

Within the Real Estate Department, the unit OIB.RE.1 counts about 50 staff members and fulfils two main tasks:

- The sector RE.1.001 manages space planning, designs and manages fit-out projects and supports the Commission services with their installation or relocation.
- The sector RE.1.002 manages fit-out, construction and renovation projects as well as as-built data.

### WE PROPOSE

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Unit RE.1 is seeking to hire one Project Manager – Real Estate.

We propose a job as Project Manager within the sector OIB.RE.1.001. The sector counts 29 people in charge of real estate projects. The projects range from small refurbishment projects within a building, to the development of an entire building of several hundred million euros.

For OIB.RE.1.001 sector, OIB is looking for a dynamic and motivated colleague to take on the role of Programme Manager and assist the Head of Sector with cross-functional tasks.

(Reference: Selection reference OIB/COM/2024/3)



(Reference: Selection reference OIB/COM/2024/3)



The sector has 28 people divided into 3 teams:

- 1) Space Management and Allocation
- 2) Space Design Team
- 3) Dynamic Collaborative Spaces

The job involves:

- Analysing the functional and organisational needs of DGs and Services and translating them into space planning terms
- Managing and coordinating office fit-out projects, including monitoring and reporting
- Supporting the Head of Sector in drafting briefings, analysis and summary documents and taking part in interdepartmental meetings
- Drafting technical specifications for service contracts, including monitoring the contractual and financial aspects of projects.

The role involves frequent coordination with various departments within the Office and the Commission, as well as with the various executive agencies and players in the property market.

## **WE LOOK FOR**

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A dynamic and motivated colleague with a degree in engineering, architecture or equivalent and a solid experience with real estate project management.

A colleague with experience in the fields of building services (HVAC, MEP...) and experience with a project management methodology.

For operational reasons, a good knowledge of French (oral and written) is required as well as knowledge of English.

### **1. Required**

- A level of education which corresponds to completed university studies of at least 3 years attested by a diploma and, after having obtained the diploma, at least 5 years full-time of appropriate professional experience

### **2. Desired**

- Technical skills with AutoCAD, MS Projects, MS Office
- Knowledge of a project management methodology, an environmental certification or rating scheme, knowledge of norms, legislation and policies in the real estate domain.

### **3. Personal qualities required for the position (assessed during the interview)**

- Team player
- Organisation and planning
- Client orientation
- Effective communication
- Ability to set priorities and methodological approach



#### **4. Languages**

- French: Independent (C1)
- English: Independent (B2)

#### **HOW TO EXPRESS YOUR INTEREST?**

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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 [OIB-VACANCIES@ec.europa.eu](mailto:OIB-VACANCIES@ec.europa.eu) indicating the selection reference OIB/COM/2024/3 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 a level of education which corresponds to completed university studies of at least 3 years attested by a diploma.

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 EU<sup>1</sup>
- 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.

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<sup>1</sup> 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 applicants<sup>2</sup>.

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 French and English.

## **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.

### ➤ **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 AD.**

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.

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





The duration of the **1<sup>st</sup> 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.